

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR HOUSING COSTS SUBSIDY FORM

RECURRING HOUSING EXPENSES: Expenses must be prorated based on the number of persons supported in the home (i.e., the amount must be divided by 1, 2, or 3 housemates). Expenses which vary from month to month should be annualized and the average cost per month should be calculated.

1. **Rent:** Rent, lease, or mortgage payments shall not exceed the HUD User Fair Market Rent for the current year for the applicable county in Tennessee unless authorized by the Deputy Commissioner (Section D.4). Prorate the rent based on the number of person(s) supported in the home. Include mortgage payment expenses only if they were authorized prior to September 1, 2007, and prorate the mortgage payment, if applicable, for co-owned homes.
2. **Electric power service:** Use the 12-month average expense as documented by the utility company. If there is no history at that address, so indicate. Then prorate based on the number of person(s) supported in the home.
3. **Water and sewer:** Use the 12-month average expense as documented by the utility company. If there is no history at that address, so indicate. Then prorate based on the number of persons supported in the home.
4. **Natural gas or heating fuel:** Use the 12-month average expense as documented by the utility company. If there is no history at that address, so indicate. Then prorate based on the number of person(s) supported in the home.
5. **Trash disposal service:** Use the 12-month average expense as documented by the trash disposal company. If there is no history at that address, so indicate. Then prorate based on the number of persons supported in the home.
6. **Telephone service:** Telephone service expense shall not exceed the rate for a discounted residential telephone service such as Lifeline, if available. If such a discounted residential telephone services is not available, use the 12-month average expense as documented by the utility company, but do not exceed a maximum of \$30.00 per month (or \$360.00 per year). If there is no history at that address, so indicate. Then prorate based on the number of persons supported in the home. The prorated amount can be applied to either a land-line phone or a cell phone.
7. **Lawn mowing service:** Use the 12-month average expense as documented by the lawn service company, but do not exceed a maximum of \$30.00 per month (or \$360.00 per year). If there is no history at that address, so indicate. Then prorate based on the number of persons supported in the home.

PERSONAL EXPENSES: The maximum allowed amount for the DIDD Personal Expense Allowance is \$375.00 per month, which includes a maximum of \$250.00 for food and a maximum of \$125.00 for other personal expenses. If there is no food cost because the person is tube fed, the maximum allowed amount for the DIDD Personal Expense Allowance would be \$125.00 per month.

ALLOWABLE EXPENSES: Add the Recurring Housing Expenses and the DIDD Personal Expense Allowance to determine the Allowable Expenses.

INCOME: Income which varies from month to month should be annualized and the average income per month should be calculated. Earned Income is not currently included in the calculation of Total Income.

1. **SSI:** Include the annual and monthly average SSI income, if applicable.
2. **VA:** Include the annual and monthly average VA income, if applicable.
3. **SSA/SSDI:** Include the annual and monthly average SSA/SSDI income, if applicable.
4. **Food Stamps:** Include the annual and monthly average amount for food stamps, if applicable.
5. **Other Unearned Income:** Include the annual and monthly average unearned income, if applicable.
6. **Earned Income:** Include the annual and monthly average earned income exceeding \$1200 per calendar year.
7. **TOTAL INCOME:** Add SSI, VA, SSA/SSDI, food stamps, other unearned income and earned income to determine the Total Income.

REQUEST FOR SUBSIDY: Determine the **Total Subsidy Requested** for the Class Member by adding the following:

1. The amount of the **Class Member's Housing Costs Subsidy** (as described in Section D.6.e.); and
2. The amount of the **Special Exception Add-On(s)** (if applicable, as described in Section D.6.f). Note: A letter of justification describing the special circumstances must be submitted to the Deputy Commissioner for review and approval. Prorate a Special Exception Add-On to supplement a rent/lease payment based on the number of person(s) supported in the home.