

Department of Social and Health Services  
Olympia, Washington  
**EAZ Manual**

Revision #1090  
Category [Income - Effect of Income and Deductions on Eligibility and Benefit Level](#)  
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**Summary**

Updated Clarifying Information under [WAC 388-450-0190](#) regarding homeless shelter deduction.

See below for edited text:



**Clarifying Information - [WAC 388-450-0190](#)**

**1. Allowable shelter costs:**

- a. We allow the following ongoing and current shelter costs when calculating the shelter deductions for an assistance unit (AU):
  - o We allow monthly rent cost including mandatory lease agreement fees for extra non-food expenses (e.g., cable, furniture, garage, and storage).
  - o We count non-food expenses only when the lease or contract requires the client to pay the fees. For example, if a client's rent includes cable and the cable expense isn't optional, then the expense is considered mandatory and is allowable;
  - o We don't count a mandatory fee for daily meals or toiletries as a shelter cost.

- We use the monthly rental costs paid on time. We don't change the allowable shelter costs due to discounts for early payment or fees for late payment.
- For AUs receiving HUD, FHA, or other rental subsidies, we allow only the out-of-pocket rent expense for the AU.
- We allow money paid by one AU to another AU living in the same residence for a share of the total rent.
- We allow rent paid in advance as an expense for the month the rent is due.
- We allow a homeless shelter deduction of \$152 for ~~AU~~ households that pay shelter expenses and are considered homeless, coded as homeless with shelter and homeless without shelter. See Aces Manual - What is the Homeless Shelter Deduction for Supplemental Nutrition Assistance Program (SNAP) households?
  1. If the ~~AU claims~~ shelter ~~costs~~ expense is ~~will be~~ more than the \$152 deduction, allow the actual shelter expenses for a higher deduction. Only ask for verification if ~~and~~ questionable, ~~the AU will provide verification.~~

#### **EXAMPLE**

Larry receives a severance package of \$1,500 from a former employer. Because Larry knows that hours where he works vary by season, he decides to pay his \$250.00 rent for September through February in July.

#### **NOTE:**

If an ineligible AU member has income, enter the shelter costs on the person's Expense page so that shelter costs will prorate correctly.

- b. For group home residents who pay a flat fee for room and board, we calculate allowable shelter costs by subtracting the one-person maximum allotment for Basic Food from the amount paid to the home.
- ~~c. Households considered homeless or homeless with housing will receive the standard homeless deduction of \$152 or a higher amount if actual shelter expenses allow for a higher deduction.~~

## Worker Responsibilities - WAC 388-450-0190

### Determining Homeless Shelter Deduction

The system will determine if the household is entitled to the homeless shelter deduction. To ensure the deduction is correctly determined:

1. ~~Review the application for claimed~~ Code the correct living arrangement for the homeless client.
2. Review the application case for shelter expenses.
  - If the client does not have shelter expenses entered:
    1. They will not be qualified for the \$152 standard deduction.

- If the client does have shelter expenses entered: Enter the shelter expenses:
  1. If the shelter expenses results ~~in the homeless in the total~~ shelter deduction being equal to or less than \$152, the client will receive a homeless shelter deduction in the amount of \$152.
  2. If the shelter expenses results ~~in the homeless in the total~~ shelter deduction being more than \$152, the client will receive the higher ~~amount in homeless shelter deduction~~ allowable shelter deduction.

**EXAMPLE:** Jody is currently homeless and is staying with various friends. During the month Jody pays a total of \$50 to her friends. The shelter expenses entered is \$50. Jody will receive the \$152 homeless shelter deduction.

**EXAMPLE:** Jameel is currently homeless with shelter and his monthly shelter expense is \$750. The worker enters \$750 on the shelter expense screen in 3G. Jameel's homeless shelter deduction will be more than the \$152.

**EXAMPLE:** Peter is currently homeless and staying with various friends. He has no obligation to provide any shelter expense. Peter is not qualified for the homeless shelter deduction as he has no shelter expenses.