

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

**October 21, 2013**

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**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA Directors, HEAP Coordinators,  
Staff Development Coordinators

**FROM:** Phyllis D. Morris, Deputy Commissioner, Center for Employment and Economic Supports

**SUBJECT:** Food/Non-Food Guidelines for the "Financial Statement" (LDSS-3596) for Utility Assistance

**EFFECTIVE DATE:** November 1, 2013

**CONTACT PERSON:** Temporary Assistance (TA) Bureau at 1-800-343-8859, extension 4-9344

The purpose of this GIS message is to provide social service districts (SSDs) with the updated Food/Non-Food Expense guidelines used for the LDSS-3596: "Financial Statement." The guidelines required an update since they are based on the Supplemental Nutrition Assistance Program's Thrifty Food Plan, which will be revised effective November 1, 2013.

Effective November 1, 2013, SSDs must use the amounts in the chart below:

Household Size	Food/Non-Food Expense
1	\$284
2	\$521
3	\$746
4	\$948
5	\$1125
6	\$1350
7	\$1493
8	\$1706
Each Additional Person	+ \$213

Please note: Although an applicant/recipient may have a positive cash flow, a utility company may refuse to enter into a Deferred Payment Agreement (DPA) with the customer. A refusal by a utility company to enter into a DPA with a customer is not a basis for a SSD to deny assistance, nor is having a positive cash flow. However, an applicant/recipient with a positive cash flow who fails to attempt negotiation of a DPA renders the entire household ineligible for emergency assistance.

Please refer to the Energy Manual, Section X: "Deferred Payment Agreements," for instructions on how to complete the LDSS-3596.