



# 2022 Poverty Income Guidelines and Definitions of Income

ODOC Weatherization Program Notice 22-4  
Issued February 24, 2022

**To:** All ODOC Subgrantee Weatherization Program Service Providers - Executive Directors and Weatherization Program Managers

**From:** Amanda Marcott-Thottunkal, Senior Energy Programs Manager

**Regulations:** [Weatherization Program Notice \(WPN\) 22-3](#); [10 CFR 440.3](#); Section 412(7) of the Energy Conservation and Production Act (42 U.S.C. 6862(7)); [Weatherization Program Notice \(WPN\) 22-5](#)

**Purpose:** To provide an update of the 2021 Federal Poverty Guidelines and Definition of Income

**Implementation Date:** May be implemented as early as date of issue (February 24, 2022), but no later than April 1, 2022. The target implementation period is the 2022 program year of April 1, 2022 – March 31, 2023.

This Program Notice supersedes [DOE Weatherization Program Notice \(WPN\) 21-3: 2021 Poverty Income Guidelines and Definitions of Income.](#)

## Regulatory Background

Annually, the U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) releases guidance on how to determine income eligibility levels in a weatherization program notice (WPN). ODOC is taking DOE's WPN (22-3) and adopting it into its own WPN, not only to reiterate the DOE eligibility levels, but to also clarify the eligibility levels for the Oklahoma Department of Human Services Low Income Home Energy Assistance Program (DHS/LIHEAP) and how a Subgrantee must document proof of eligibility in the client file. Many policies DOE defers to the state to develop. For example, the method of calculating annualized income is to be determined by the Grantee, along with the method of determining re-certification of income. The provisions of this ODOC WPN apply to all WAP applicants applying for weatherization services through DOE and DHS/LIHEAP programs.

## Program Guidance

1. Attached is a table displaying the PY2022 revised guidelines showing income eligibility limits at 200 percent of the poverty guidelines per the requirements contained in Section 412(7) of the Energy Conservation and Production Act (42 U.S. 6862(7)). These guidelines may be used in the program as early date of issue (February 24, 2022), but must be implemented no later than April 1, 2022. These income guidelines apply to both the DOE and DHS/LIHEAP weatherization programs.
2. During the application process, Subgrantees must review the income supporting documentation for each household (the applicant and all occupants over the age of 18) and determine whether the applicant household is eligible through at least one of the following methods:
  - a. **Subgrantee Eligibility Determined.** Review each application to verify a household (the applicant and all occupants over the age of 18) are at or below 200 percent (200%) of the poverty level (see Attachment A). Qualified supporting income documentation, which must be kept in the client file, includes, at a minimum:
    - i. At least 3 months (or more) of income supporting documentation (from the past applicable tax year) (see Section 5 for a list of eligible income documentation), annualized (see Section 3 for description of how to “annualize income”).
    - ii. 12 months of actual income documentation.
  - b. **Eligibility Determined by an Outside Agency/Program.** If an applicant or occupant has been determined eligible for another government or state low-income family program and can produce supporting documentation verifying their qualification for this program within the last 12 months, a Subgrantee may accept any document used to determine eligibility as evidence of client eligibility for the WAP program. This third-party eligibility documentation must be kept in the client file. Here is a list of programs currently allowed:
    - i. Low Income Home Energy Assistance Program – Utility Assistance
    - ii. U.S. Department of Housing and Urban Development – “means tested programs”
      - HUD Section 8 or Public Housing
      - HUD Vouchers
      - HUD – VASH Vouchers (VA Supportive Housing)
      - Low-Income Housing Tax Credit
      - HUD Multi-family Assisted Properties

- Lead Hazard Control & Healthy Homes Program (OLHCHH)
- HOME Investment Partnerships Program (HOME)
- Community Development Block Grants (CDBG)

All HUD means-tested programs are categorically income eligible per DOE WPN 22-5.

- iii. Social Security Act, Title IV – Grants to States for Aid and Services to Needy Families with Children and for Child Welfare Services
- iv. Social Security Act Title XVI – Supplemental Disability Security Income

- c. **Self-Certification.** Once all avenues of documenting income are exhausted, self-certification, using ODOC's Certification of Zero Income [Form 34] is allowable. A notarized statement signed by the potential applicant indicating that the applicant has no other proof of income must be kept in the client file.

- 3. **Annualization of Income.** Where an applicant cannot provide income verification for the entire 12 months of an applicable tax year, their partial income and supporting documentation (minimum of 3 months) may be annualized to determine eligibility.

- a. Applicant must provide at 3 months of qualified supporting documentation (see Attachment B).
- b. Subgrantee calculates as follows:  
$$\frac{12 \text{ months}}{\text{_____ months of documentation}} = \text{multiplier}$$
$$\text{multiplier} \times \text{sum of income provided} = \text{annualized income}$$

- 4. **Income Recertification.** If an applicant pulled from the wait list has an application completion date 12 months or older (from the date of planned energy audit), the application must be income recertified and eligibility redetermined.

Recertification must be documented on the application [Form 22], by either

- a. Writing in the new verified income and referencing the new supporting documentation with a staff initial and date OR
- b. Verifying previous income is still current with a staff initial and date.

It is not necessary for a Subgrantee to have the applicant complete a new application simply for the purposes of income recertification. A new application is only necessary when the application has been updated for other policy reasons.

- 5. **Qualified Supporting Documentation.**

- a. Bank Statements,
- b. Paycheck Stubs,
- c. Receipts from a Person's own Business or from an Owned or Rented Farm after Deductions for Business or Farm Expenses,
- d. Check stubs from certain court ordered payments or federal or state programs,

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- e. Royalty statements,
- f. Estate or Trust Receipts,
- g. Lottery Winnings documentation,
- h. Retirement Check stubs
- i. Tax Return

See Attachment B for more details on the definition of Income.

If you have any questions about this Program Notice, please contact the Senior Energy Program Manager – Amanda Marcott-Thottunkal, [amanda.marcott-thottunkal@okcommerce.gov](mailto:amanda.marcott-thottunkal@okcommerce.gov).

### **Resources:**

- [US. Department of Energy Weatherization Program Notice 22-5:](#)
- US Department of Energy [Weatherization Program Notice 22-3: 2022 Federal Poverty Guidelines & Definition of Income](#)

### **Attachments:**

- Attachment A – DOE 22 & DHS 20-21 Income Guidelines
- Attachment B – Definition of Income