

Procedure Section: Procedure P2903, Household Composition (Seasonal Fuel Assistance Rule 2903)

Subsection: N/A

Procedure: P2903

Effective Date: 7/1/25

Bulletin: 25-16

Supersedes: New

Included Programs

Seasonal Fuel Assistance

Fuel Household

One or more persons residing in the same living unit as a single economic unit who, in common, purchase energy for home heating fuel, or who in common, make payments for energy for home heating fuel in the form of rent.

Everyone who shares a heat source must be included in the fuel household, and their income must be counted. When ACCESS has income information on members of the household who are active in any ESD program, ACCESS uses that information to calculate the benefit payment.

Head of Household

This is a person, either individually or with other household member(s), who is financially responsible for the cost of occupying the living unit or separate living quarters. Others who claim financial responsibility become mandatory members.

Who is a member of the Fuel Household?

All persons are included in the fuel household based on the presumption they are members of the same economic unit. To rebut the presumption, the head of household must provide reasonable evidence that the person or persons qualifies to be excluded.*

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Department for Children and Families
Economic Services Division**

In-Household Member	Mandatory Member	Excludable *
Roomer	NO	YES SF MEMB CODE 6
Caretaker/Companion	NO	YES SF MEMB CODE 4
Medically Necessary Caregiver	NO	YES SF MEMB CODE 3
DCF/Foster Care or DAIL Placement	NO	YES SF MEMB CODE 5
Head of Household	YES SF MEMB CODE 1	NO
Spouse or Civil Union Partner	YES SF MEMB CODE 1	NO
Minor Children of Head of Household	YES SF MEMB CODE 1	NO
Any minor daughter or son of any minor included in the Fuel household	YES SF MEMB CODE 1	NO

***Excludable**

The head of household may **choose** to exclude a non-mandatory person from the Fuel Household by indicating the relationship as medically necessary/personal care attendant, caretaker/companion, roomer, or person(s) in the custody of and placed in the home by FSD/DCF or DAIL (including people with disabilities in a shared living placement). The policy definition must be met to allow the head of household to exclude the person(s) from the fuel household.

Medically Necessary Caregiver (SF-MEMB CODE 3)

A medically necessary caregiver is a person who is not a mandatory household member and provides medically necessary services to any elderly or disabled head of household (or spouse). (See Seasonal Fuel Assistance Rule 2901(a)(7) for the definition of head of household.) A household may, but does not need to, exclude a medically necessary caregiver from the household. A medically necessary caregiver is different from a caretaker who only provides homemaker services. Form 202SFP Verification of Medically Necessary Services is required (but not every year so check CATNs and OnBase before requesting the form).

Only the elderly or disabled head of household can request to have a medically necessary caregiver excluded from the household. If an elderly or disabled applicant has a live-in caregiver who provides medically necessary services for the applicant, do not count the caregiver as a household member and do not count the caregiver's income. Refer to P-2908A for verification of medically necessary services. If a medically necessary caregiver pays room and board to the head of household, that payment is counted as self-employment income of the household. (Seasonal Fuel Assistance Rule 2911.3(a)(2))

Only the head A household can only have one medically necessary caregiver, and a household cannot have a medically necessary caregiver AND a companion (Code 4).

Caretaker or Companion (SF-MEMB CODE 4)

A caretaker (or companion) is a person who is not a mandatory household member and who provides homemaker or personal care services to the *elderly or disabled head of household or their elderly or disabled spouse/civil union partner* in exchange for the caretaker's separate living quarters. This exchange of services for living quarters is considered reasonable compensation under the rule. A household may, but does not need to, exclude a caretaker or a companion from the household. A caretaker is different from a medically necessary caregiver. Form 202SFH Verification of Caretaker or Companionship Services is required (but not every year, so check CATNs and OnBase before requesting the form).

Only the elderly or disabled head of household can request to have a caretaker or companion excluded from the household. (See Seasonal Fuel Assistance Rule 2901(a)(7) for the definition of head of household.) If an elderly or disabled applicant has a live-in caretaker who provides homemaker or personal services for the applicant, do not count the caretaker as a household member and do not count the caretaker's income. Refer to P-2908A for verification of caretakers or companions. If a caretaker

pays room and board to the head of household, that payment is counted as self-employment income of the household. (Seasonal Fuel Assistance Rule 2911.3(a)(2))

A household can only have one companion, and a household cannot have a companion AND a medically necessary caregiver (Code 3).

Individual in Foster Care or Residential Home Care (SF-MEMB CODE 5)

Use this code for a non-mandatory household member placed in the home by DCF, DAIL, or DMH, regardless of whether the person is related to other members of the household. For example, if the household has a foster child placed in the home by DCF-FSD, the child is an individual in foster care and not a mandatory household member. All payments (difficulty of care (stipend) plus room and board) received by the household for caring for someone as a shared living provider are excluded as household income. (Seasonal Fuel Assistance Rule 2912(a)(22))

Roomer/Boarder (SF-MEMB CODE 6)

A person who is not a mandatory household member, and who pays reasonable room rent to the head of household or his/her spouse or civil union partner, for *exclusive occupancy of one or more rooms* as separate living quarters in the living unit and meals are not provided.

If a fuel assistance applicant has not received rental assistance from the GA program within 30 days of ESD's receipt of the fuel application, then reasonable room rent would be \$40/week/roomer household (not per person), *regardless of whether the rent is paid to a relative or not*. In-kind payment does not qualify as reasonable room rent.

Fuel Household Member ACCESS Codes

Code	Description
Blank	Not requesting Fuel
1	Member
2	Not a member (generated by ACCESS)
3	Medically Necessary Attendant
4	Caretaker Companion
5	Foster Care
6	Roomer
7	Member in another SF HH
8	Not a member

- Code 8 should rarely be used. Generally, the code is used when there is a landlord in the roomers 3sqrs/fuel case.

See Seasonal Fuel Assistance Rule 2901 for the legal definitions of all the terms used in this procedure.

See Seasonal Fuel Assistance Rule 2903 for persons who must be counted in a household and persons who may be excluded.

Revision History for P2903

7/1/2025

The new seasonal fuel procedures manual completely replaces the outdated procedures previously posted online, some of which were over 20 years old. The new manual not only updates old procedures but brings together various training materials, desk aids, and SOPs (standard operating procedures) into one organized and easy-to-read document that cross-references the new program rules adopted last year.

Among other things, the new manual provides detailed procedures for requesting

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verifications, performing manual benefit calculations, issuing benefits, and entering information into the ACCESS system. Income thresholds, federal poverty levels, and heating cost tables have also been updated for the 2025-26 heating season.