



**The Secretary of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 04-5**  
**EFFECTIVE DATE:** February 13, 2004

**SUBJECT:** 2004 POVERTY INCOME GUIDELINES AND DEFINITION OF INCOME

**PURPOSE:** To provide States with the 2004 Poverty Income Guidelines and Definition of Income for use in the Low-Income Weatherization Assistance Program (Weatherization).

**SCOPE:** The provisions of this guidance apply to all grantees applying for financial assistance under the Department of Energy Weatherization Assistance Program (DOE).

**BACKGROUND:** Title IV, Energy Conservation and Production Act as amended authorizes the Department of Energy to administer the Low-Income Weatherization Assistance Program. All grant awards made under this program shall comply with applicable law including, regulations contained in 10 CFR Part 440, and other procedures applicable to this regulation as DOE may from time to time prescribe for the administration of financial assistance.

**PROCEDURES:** The annual revision of the poverty income guidelines was published in the Federal Register/Volume 69, Number 30/Friday, February 13, 2004, on pages 7335-7338. Attached is a table displaying the revised guidelines' threshold incomes and our computed income eligibility limits at both 125 percent and 150 percent of the poverty threshold. Guideline tables for Alaska and Hawaii are included. These guidelines are effective as of February 13, 2004, and apply to both farm and non-farm families. States should distribute these tables immediately to their subgrantees for their use. Additionally, this notice provides grantees with a definition of income for use in the Weatherization Program. This definition is unchanged from the previous year's guidance. Clarifications on income and eligibility issues are discussed in the Program Year 2004 Weatherization Grant Guidance, WPN 04-1, section 5.9.

A handwritten signature in cursive script that reads "Ellen D. Lutz".

Ellen D. Lutz,  
Acting Program Manager  
Office of Weatherization and Intergovernmental Program  
Energy Efficiency and Renewable Energy

## DEFINITION OF INCOME

Refers to total annual cash receipts before taxes from all sources, with the exceptions noted below. Income data for a part of a year may be annualized in order to determine eligibility--for example, by multiplying by four the amount of income received during the most recent three months. The method of calculation is to be determined by the Grantee. Grantees should have a consistent policy covering its subgrantees on re-certification of applicants whose eligibility may have changed due to the length of time that may have expired awaiting weatherization services.

**INCOME INCLUDES** money, wages and salaries before any deductions; net receipts from non-farm or farm self-employment(receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses). **INCOME ALSO INCLUDES** regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments; private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments; dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

**INCOME EXCLUDES** capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car; one-time payments from a welfare agency to a family or person who is in temporary financial difficulty; tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury. **INCOME ALSO EXCLUDES** noncash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such Federal noncash benefit programs as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance. Note: **CHILD SUPPORT PAYMENTS AND COLLEGE SCHOLARSHIPS ARE EXCLUDED.**

**2004 POVERTY INCOME GUIDELINES**  
**CONTIGUOUS U.S. GRANTEES**  
**EFFECTIVE FEBRUARY 13, 2004**

**INCOME LEVELS**

Size of Family Unit	<u>Threshold</u>	<u>125%</u>	<u>150%</u>
1.....	\$9,310	11,638	13,965
2.....	12,490	15,613	18,735
3.....	15,670	19,588	23,505
4.....	18,850	23,563	28,275
5.....	22,030	27,538	33,045
6.....	25,210	31,513	37,815
7.....	28,390	35,488	42,585
8.....	31,570	39,463	47,355
Each additional member add	3,180	3,975	4,770

**2004 POVERTY INCOME GUIDELINES**  
**ALASKA**  
**EFFECTIVE FEBRUARY 13, 2004**

Size of Family Unit	<u>Threshold</u>	<u>125%</u>	<u>150%</u>
1.....	\$11,630	14,538	17,445
2.....	15,610	19,513	23,415
3.....	19,590	24,488	29,385
4.....	23,570	29,463	35,355
5.....	27,550	34,438	41,325
6.....	31,530	39,413	47,295
7.....	35,510	44,388	53,265
8.....	39,490	49,363	59,235
Each additional member add	3,980	4,975	5,970

**2004 POVERTY INCOME GUIDELINES**  
**HAWAII**  
**EFFECTIVE FEBRUARY 13, 2004**

Size of Family Unit	<u>Threshold</u>	<u>125%</u>	<u>150%</u>
1.....	\$10,700	13,375	16,050
2.....	14,360	17,950	21,540
3.....	18,020	22,525	27,030
4.....	21,680	27,100	32,520
5.....	25,340	31,675	38,010
6.....	29,000	36,250	43,500
7.....	32,660	40,825	48,990
8.....	36,320	45,400	54,480
Each additional member add	3,660	4,575	5,490