

**AGENCY INSTRUCTIONS ON USING MANDATORY FORM  
CLIENT HOUSEHOLD BUDGET DECLARATION, KHC FORM HCA 152**

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Due to recent guidance from HUD, KHC's Housing Contract Administration department has developed new forms to properly document households that identify one or more persons in their household have zero income. When a client has identified that they or a member of their household has zero income, Agency staff should pull out KHC form HCA 152 and have a conversation with the client household using the questions on the questionnaire as a guide to determine if the client household has informal support or other income that must be verified.

Agency staff/case managers should use this form while having a conversation with the client. Agency staff/case managers should be sensitive to the household's current situation and use their best judgement in completing the form. Questions that obviously do not apply can be skipped. This form is intended to guide agency staff/case managers in determining if there is income that the client may not realize should be considered income.

Follow these guidelines:

1. **TRANSPORTATION** - If the client has indicated they own or have use of a motor vehicle, the agency staff must determine how the household pays for items associated with owning/using a motor vehicle. Questions in the Transportation section on HCA 152 will guide your discussion with the client to determine this information. The client household may indicate that someone (family, friends, etc.) helps pay for these expenses. If this is the case, this is considered informal support, and must be verified on KHC form HCA 157.
2. **COMMUNICATION & ENTERTAINMENT** – If the client indicates they own or have use of communication and/or entertainment devices and/or services, the agency staff must determine how the household pays for items associated with owning/using communication and entertainment devices/services. Questions in the Communication & Entertainment section on HCA 152 will guide your discussion with the client to determine this information. The client household may indicate that someone (family, friends, etc.) helps pay for these expenses. If this is the case, this is considered informal support, and must be verified on KHC form HCA 157.
3. **CONSUMABLES** – If the client indicates they use consumables, the agency staff must determine how the household pays for the consumables. Questions in the Consumables section on HCA 152 will guide your discussion with the client to determine this information. The client household may indicate that someone (family, friends, etc.) helps pay for these expenses. If this is the case, this is considered informal support, and must be verified on KHC form HCA 157.
4. The client may identify several persons providing informal support, each person providing informal support, as identified on HCA 152, must be verified using KHC form HCA 157.
5. The client may indicate income that was not previously identified, if this is the case, verify that income using the correct verification method (source documentation) and/or toolkit form.
6. Assistance from a government program or charitable organization is not considered informal support
7. Per 24 CFR part 5, Informal support IS COUNTED AS INCOME.
8. If you have questions or need further clarification submit a request to the HCA Help Desk.

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**WARNING:** It is unlawful to provide false information to the government when applying for federal public benefit programs per Section 1001 of Title 18 of the United States Code.

KHC Form HCA-152 INSTRUCTIONS ONLY (Rev.8/18)



# Client Household Budget Declaration

**Instructions:** This form should be completed by Agency staff, NOT THE CLIENT. Complete the questionnaire below while having a discussion with the client household. Every question must be asked and answered. If a question does not apply, enter "NA." For questions with a "Yes" or "No" answer, please put an "X" in the corresponding column. For questions requiring an answer other than yes or no, write your answer in the answer box that corresponds to that question.

<u>Transportation</u>					
Does anyone in your household:	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
Own a car or other motor vehicle?					
Is the car/vehicle registered and licensed?					
Do you have car insurance?					
If yes, what is the monthly insurance premium?					
Is there a car loan payment?					
If yes, what is the monthly payment?					
How much, on average, do you pay for gasoline and oil each month?					
How much, on average, do you pay for maintenance and repairs each year?					
Does any person or program help you pay for your car or car related expenses?					
If yes, please list that person or program here:					
	<table><tr><th>Yes</th><th>NO</th></tr><tr><td></td><td></td></tr></table>	Yes	NO		
Yes	NO				
Use public transportation like a bus or taxi?					
If yes, on average, how much do you pay for public transportation each month?					
Does any person or program help you pay for public transportation?					
If yes, please list that person or program here:					
	<table><tr><th>Yes</th><th>NO</th></tr><tr><td></td><td></td></tr></table>	Yes	NO		
Yes	NO				
Use a ride sharing service like Uber or Lyft?					
If yes, on average, how much do you pay for ride sharing services each month?					
Does any person or program help you pay for ride sharing services?					
If yes, please list that person or program here:					
<u>Communications &amp; Entertainment</u>					
Does anyone in your household:	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
Have a home phone?					
If yes, on average, how much do you pay for phone service each month?					
Does any person or program help you pay for phone service?					
If so, please list that person or program here:					
	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
Have a cell phone?					
If yes, on average, how much do you pay for cell phone service each month?					
Does any person or program help you pay for cell phone service?					
If so, please list that person or program here:					
	<table><tr><th>Yes</th><th>NO</th></tr><tr><td></td><td></td></tr></table>	Yes	NO		
Yes	NO				
Have a television?					
If yes, do you have cable or satellite?					
If yes, on average, how much do you pay for cable or satellite service each month?					
Does any person or program help you pay for cable or satellite service?					
If yes, please list that person or program here:					
	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
Have video streaming like Netflix or Hulu?					
If yes, on average, how much do you pay for video streaming each month?					
Does any person or program help you pay for video streaming?					
If yes, please list that person or program here:					
	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
Have access to the internet?					
If yes, on average, how much do you pay for internet services each month?					
Does any person or program help you pay for internet service?					
If yes, please list that person or program here:					

Consumables					
Does anyone in your household:	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
Drink alcohol (beer, wine, liquor, etc.)?					
If yes, on average, how much do you pay for alcohol each month					
Does anyone help you pay for alcohol purchases?					
If so, please list this person here:					
Use Tobacco or nicotine products	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
If yes, on average, how much do you pay for tobacco or nicotine each month					
Does any person or program help you pay for your tobacco or nicotine purchases?					
If so, please list this person or program here:					
Eat out at restaurants?	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
If yes, on average, how many times per month do you eat at restaurants?					
If yes, on average, how much does your household spend per month eating at restaurants?					
Does any person or program help you pay for eating at restaurants?					
If so, please list this person or program here:					
Buy groceries for eating at home?	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
If yes, on average, how much does your household spend on groceries per month?					
If yes, Is your grocery bill supplemented by SNAP benefits, or food stamps?					
If yes, how much does your household receive in food stamps each month?					
How much does your household spend each month on groceries that is not covered by food stamps?					
Does any person or program (other than food stamps) help you pay for groceries?					
If so, please list this person or program here:					
Currently take medication?	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
If yes, is this medication covered by insurance?					
How much on average, does your household spend on medication each month?					
Is your medication being paid for by another person or program other than insurance?					
If so, please list this person or program here:					
Purchase personal hygiene products (soap, shampoo, deodorant, etc.)	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
On average, how much does your household spend on personal hygiene products each month?					
Does any person or program help your household pay for personal hygiene products?					
If so, please list that person or program here:					
Purchase household products (laundry soap, dish soap, toilet paper etc.)	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
On average, how much does your household spend on household each month?					
Does any person or program help your household pay for household products?					
If so, please list that person or program here:					
Purchase other household necessities (towels, pots & pans, dishes, utensils, etc.)?	<table><tr><th>Yes</th><th>No</th></tr><tr><td></td><td></td></tr></table>	Yes	No		
Yes	No				
On average, how much does your household spend on household necessities each month?					
Does any person or program help your pay for household necessities?					
If so, please list that person or program here:					

**Agency Staff Certification:** I certify, that I asked the client household each question above and the answers indicated above are true and an accurate representation of information given by the client household.

Agency Staff Signature

Date

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