

HSL Deduction Worksheet Instructions

1. Populate the date field.
2. Populate the HSL Application number, which is provided by your HSL Coordinator.
3. If you are updating this form from a previously submitted form, please check the update box.
4. Populate the applicant's name in the column below the update box.
5. For Family Size, please populate the column with the number of total household members whose income is being counted. **NOTE:** If the applicant receives SSI or SSDI, the applicant is considered a household of 1.

Based on the number of people in the household, the Eligibility Requirement Amount will auto-populate from the Poverty Guideline Table. If the resulting amount, after the excluded amount is subtracted from the total income, is less than 0, you do not need to complete anything further.

6. Populate the Family Adjusted Gross Income amount. Once populated, the Available Income and Total Available Income fields will populate.
 - a. If the amount is greater than \$0 and there are no Disability Related Expenses, then that is the amount that the consumer can reasonably contribute toward services.
 - b. If the amount is greater than \$0 and there are Disability Related Expenses, please continue further instructions below.
7. If the applicant has any Disability Related Expenses, please key those expenses in the appropriate columns, and the form will total those expenses.
8. Once the Disability Related Expenses are entered, the Available Income and Total Available Income Fields will auto-populate. If the Total Available Income is above \$0, the applicant is not financially eligible for the HSL program.

SEE BELOW FOR EXAMPLES

HSL Deduction Form Examples

Example 1:

John Doe lives in a household composed of himself and his wife. John Doe does not receive SSI or SSDI, therefore he is a household of 2. John Doe has an annual gross income of \$62,000.00. John Doe's Eligibility Requirement Amount is \$59,160.00 and his Available Income is \$2,840.00, which is above \$0. If this alone were considered, John Doe would not be eligible for HSL.

However, John Doe has Disability Related Expenses that count as deductions from his income as follows: lab work and prescriptions totaling \$100 annually; a medical device that requires maintenance of \$50 annually; health insurance co-pays totaling \$100 annually; medical supplies totaling \$100 annually; and a vehicle modification that cost him \$7,000. John Doe's Disability Related Expenses total \$7,350.00

The Disability Related Expenses brings John Doe's Total Available Income to -(\$4,510.00), which is below \$0; therefore Mr. Doe is financially eligible for HSL.

It should be noted that without the \$7,000 vehicle modification, John Doe would not be eligible. Therefore, if he applies next year, he may not qualify.

HSL Deduction Form			
Updated 4/17/2023	Date: April 1, 2023	HSL Application Number	
Those w/exempt services, SSI, or SSDI are a family of 1	<input type="checkbox"/> Update		
Name:	John Doe		
Family Size	2		
Family Annual Adjusted Gross Income	\$62,000.00		
Eligibility Requirement Amount	\$59,160.00		
Disability Related Expenses	\$7,350.00		
Available Income	-\$4,510.00	Total Available Income	
Amount of Allowable Deductions	\$7,350.00	-\$4,510.00	
Family Size	300% Poverty Scale		
1	\$43,740		
2	\$59,160		
3	\$74,580		
4	\$90,000		
5	\$105,420		
6	\$120,840		
7	\$136,260		
8	\$151,680		
For each additional person add \$15,420			
Disability Related Services/Expenses	<i>Proof of deductions and expenses to be submitted with form.</i>		
Physical Restoration (Office visits, lab work, prescriptions):		\$100.00	
Health Insurance Premiums and Deductibles/Out-of-Pocket Medical Expenses		\$100.00	
Medical Devices and Equipment (glasses, prosthetics, etc.):		\$50.00	
Attendant Care/Personal Care Expenses:			
Transportation:			
Mental Restoration Services (therapy, counseling):			
Medical Supplies:		\$100.00	
Other (to be explained):			
Cost of a vehicle modification expenses:		\$7,000.00	
			\$7,350.00

Example 2

Jane Doe has 3 people in her household. The household members combined income totals \$82,000. Jane Doe's HSL Eligibility Requirement amount would be \$7,420. This alone will not qualify Jane for HSL services.

Jane Doe has Disability Related Expenses totaling \$1,500 annually.

The Disability Related Expenses bring Jane Doe's Total Available Income to \$5,920.00. Since this number is above \$0, Jane is not eligible for HSL services.

HSL Deduction Form		
Updated 4/17/2023	Date: April 1, 2023	HSL Application Number
Those w/exempt services, SSI, or SSDI are a family of 1	<input type="checkbox"/> Update	
Name:	Jane Doe	
Family Size	3	
Family Annual Adjusted Gross Income	\$82,000.00	
Eligibility Requirement Amount	\$74,580.00	
Disability Related Expenses	\$1,500.00	
Available Income	\$5,920.00	Total Available Income
Amount of Allowable Deductions	\$1,500.00	\$5,920.00
Family Size	300% Poverty Scale	
1	\$43,740	
2	\$59,160	
3	\$74,580	
4	\$90,000	
5	\$105,420	
6	\$120,840	
7	\$136,260	
8	\$151,680	
For each additional person add \$15,420		
Disability Related Services/Expenses		<i>Proof of deductions and expenses to be submitted with form.</i>
Physical Restoration (Office visits, lab work, prescriptions):		
Health Insurance Premiums and Deductibles/Out-of-Pocket Medical Expenses		\$1,500.00
Medical Devices and Equipment (glasses, prosthetics, etc.):		
Attendant Care/Personal Care Expenses:		
Transportation:		
Mental Restoration Services (therapy, counseling):		
Medical Supplies:		
Other (to be explained):		
Cost of a vehicle modification expenses:		
		\$1,500.00