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## HOUSEHOLD COMPOSITION

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### EP - 310 HOUSEHOLD COMPOSITION

Change #2-2010

September 1, 2010

#### WHO MUST BE INCLUDED IN THE APPLICATION?

Include in the application everyone who lives at the same residence unless it is known to be a boarding house or contain separate apartments. If it is a known boarding house or separate apartment with a separate heat source, there must be a written or lease agreement. Refer to Section 440 for changes in address.

**Special Note:** Do not include an ineligible alien in the number in the household but do count his reserve and prorate his income into the budget.

Households have the option to include or exclude foster children in the Low Income Energy Assistance Program case. If the child is included, count income of the child and foster care payment. If the child is not included, exclude all income of the child including the foster care payment.

See: Section EP-320 United States Citizenship  
Section EP-410 Income  
Section EP-420 Resources