

## Chapter Adm 45

### LOW-INCOME ASSISTANCE

Adm 45.01 Authority.  
Adm 45.02 Purpose.  
Adm 45.03 Definitions.

Adm 45.04 Eligibility requirements.  
Adm 45.05 Program elements.  
Adm 45.06 Application requirements.

**Note:** Chapter [Adm 45](#) was created as an emergency rule effective August 22, 2000.

**Adm 45.01 Authority.** Sections [16.004 \(1\)](#) and [16.957 \(2\) \(c\) 2.](#), Stats., authorize the department to promulgate rules for low-income assistance programs.

**History:** Cr. Register, November, 2000, No. 539, eff. 12-1-00; CR 07-080: am. Register August 2008 No. 632, eff. 9-1-08.

**Adm 45.02 Purpose.** The purpose of this chapter is to establish general eligibility and application requirements and procedures for assistance under a low-income assistance program established under s. [16.957 \(2\) \(a\)](#), Stats.

**History:** Cr. Register, November, 2000, No. 539, eff. 12-1-00; CR 07-080: am. Register August 2008 No. 632, eff. 9-1-08.

**Adm 45.03 Definitions.** In this chapter:

(1) “Approving authority” means the department or a contractor responsible for application review and program eligibility determination designated by the department.

(2) “Benefit” means an award of financial or other assistance by the department or a contractor designated by the department to an eligible household under a low-income assistance program.

(3) “Contractor” means a community action agency described in s. [49.265 \(2\) \(a\) 1.](#), Stats., a nonstock, nonprofit corporation organized under ch. [181](#), Stats., or a local unit of government under contract with the department that provides services under a low-income assistance program.

(4) “Department” means the department of administration.

(5) “Household” has the meaning set forth in s. [16.27 \(1\) \(c\)](#), Stats.

(5m) “Juvenile correctional facility” has the meaning specified in s. [938.02 \(10p\)](#), Stats.

(6) “Low income assistance program” means a program established in accordance with s. [16.957 \(2\) \(a\)](#), Stats.

(7) “Person” has the meaning set forth in s. [990.01 \(26\)](#), Stats.

(8) “Secured child caring institution” has the meaning specified in s. [938.02 \(15g\)](#), Stats.

(10) “State prison” has the meaning specified in s. [302.01](#), Stats.

**History:** Cr. Register, November, 2000, No. 539, eff. 12-1-00; CR 07-080: am. (2), (3), (6) and (9) Register August 2008 No. 632, eff. 9-1-08; corrections in (3) and (5) made under s. [13.92 \(4\) \(b\) 7.](#), Stats., and (9) renum. to (5m) under s. [13.92 \(4\) \(b\) 1.](#), Stats., Register August 2008 No. 632.

**Adm 45.04 Eligibility requirements. (1)** A person or household eligible to receive fuel bill payment assistance, early

identification crisis assistance, weatherization or conservation services, and similar low-income assistance from federally funded programs specified in ss. [16.26](#) and [16.27](#), Stats., shall be eligible for assistance through a low-income assistance program.

(2) The following are not eligible for assistance under a low-income assistance program:

(a) A person or household eligible to receive low-income assistance from a municipal utility or retail electric cooperative that elects to operate a commitment to community program as specified in s. [16.957 \(5\) \(b\) 1.](#), Stats.

(b) A person who is imprisoned in a state prison or a person placed at a juvenile correctional facility or a secured child caring institution.

**History:** Cr. Register, November, 2000, No. 539, eff. 12-1-00; CR 07-080: am. (1), (2) (intro.) and (b) Register August 2008 No. 632, eff. 9-1-08; correction in (2) (a) made under s. [13.92 \(4\) \(b\) 7.](#), Stats., Register August 2008 No. 632.

**Adm 45.05 Program elements.** The department shall annually announce new or continued programs offered by the department that will provide low-income assistance. The department shall also provide specific information on the application process, where to obtain an application, the eligibility criteria, and where to file the application for each program created or continued under s. [16.957 \(2\) \(a\)](#), Stats.

**History:** Cr. Register, November, 2000, No. 539, eff. 12-1-00; CR 07-080: am. Register August 2008 No. 632, eff. 9-1-08.

**Adm 45.06 Application requirements. (1)** A person or household may apply for a benefit from a low-income assistance program by completing an application on forms prescribed by the department. At a minimum an application shall contain the names and ages of all household members, residence address, actual or estimated fuel use, documentation of income, the names of home energy providers and the social security number of the head-of-household.

(2) An application shall be submitted to the approving authority identified on the form. All applications shall be executed by at least one individual from the eligible person or household.

(3) An application shall be approved or denied within 45 days of the receipt of the completed application by the approving authority.

(4) A person or household whose application is denied may request the approving authority to review the application for accuracy of information and the appropriateness of designation.

**History:** Cr. Register, November, 2000, No. 539, eff. 12-1-00; CR 07-080: am. (1) Register August 2008 No. 632, eff. 9-1-08.