

**TABLE 2- DOCUMENTATION OF AUTHORIZED EXCEPTIONS TO LSC ANNUAL INCOME CEILING**

This form is to be used for applicants between LAFLA’s Table 1 and Table 2 income guidelines to assess whether the client is CSR eligible. This should be done regardless of funding source.

Section 1611.5 of LSC regulations sets out the circumstances that allow an applicant whose assets meet the asset level (or have been waived) but whose income exceeds LSC’s annual income ceiling to be financially eligible for service. They are enumerated below. Please keep a copy of this form in the client’s case file, unless the pro law tab has been completed.

**Client Name:** \_\_\_\_\_

Please put an x or check mark beside the applicable exception(s) and provide the specific facts where necessary.

**Government Benefits Exceptions**

- Applicant’s assets do not exceed LAFLA’s asset level or the assets have been waived and s/he is seeking assistance to maintain benefits provided by a governmental program for low income individuals or families.
- Applicant’s assets do not exceed LAFLA’s asset level or the assets have been waived, and applicant’s income does not exceed 200% of the Federal Poverty Guidelines (Table 2 of LSC income guidelines), and
  - Applicant is seeking legal assistance to obtain governmental benefits for low income individuals and families or
  - Applicant is seeking legal assistance to obtain or maintain governmental benefits for persons with disabilities.

**Debts and Expenses Exceptions**

- Applicant’s assets do not exceed LAFLA’s asset level or the assets have been waived, and applicant’s income does not exceed 200% of the Federal Poverty Guidelines (Table 2 of LSC income guidelines), and the recipient has determined that the applicant should be considered financially eligible based on consideration of one or more of the following factors as applicable to the applicant or members of the applicant’s household:
  - Current income prospects, taking into account seasonal variations in income: (please explain below)
  - Unreimbursed medical expenses and medical insurance premiums;
  - Fixed debts and obligations:
    - rent or mortgage exceeding 50% of household income
    - child support/Alimony
    - unpaid taxes from prior years
    - student loan (active and not in default)
    - other (please explain below, please note this cannot be credit card debt)
  - Expenses such as dependent care, transportation, clothing and equipment expenses necessary for employment, job training, or educational activities in preparation for employment; (please explain below)
  - Non-medical expenses associated with age or disability; (please explain below)
  - Current taxes;
  - Other significant factors that the recipient has determined affect the applicant’s ability to afford legal assistance. (please explain below).

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**Nursing Home Exception**

- The Executive Director or his/her designee has determined on the basis of documentation received by the recipient, that the applicant’s income is primarily committed to medical or nursing home expenses and that, excluding such portion of the applicant’s income which is committed to medical or nursing home expenses, the applicant would otherwise be financially eligible for service. (Please attach a copy of the waiver).