ASSET INCLUSIONS:

(1) Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.

(2) Cash value of revocable trusts available to the applicant.

(3) Equity in rental property or other capital investments. Equity is the estimated current fair market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., penalties or broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner- occupied rehabilitation projects.

(4) Cash value of stocks, bonds, Treasury bills, certificates of deposit, mutual funds, and money market accounts.

(5) Individual retirement, 401(K), and Keogh accounts (even if withdrawal would result in a penalty). While an individual is employed, count only amounts the family can withdraw without retiring or terminating employment. After retiring or terminating employment, count as an asset any amount the employee elects to receive as a lump sum.

(6) Annuity where the applicant has the option of withdrawing a balance (even if withdrawal would result in a penalty).

(7) Retirement and pension funds.

(8) Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).

(9) Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.

(10) Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, cash from sale of assets, victim's restitution, insurance settlements, and other amounts not intended as periodic payments.

(11) Mortgages or deeds of trust held by an applicant.

(12) Assets disposed of for less than fair market value (e.g. property) when the fair market value of all assets given away during the past two years exceeds the gross amount received by more than $1,000.

ASSET EXCLUSIONS:

(1) Necessary personal property, except as noted in number 9 of Inclusions, such as clothing, furniture, cars, and vehicles specially equipped for persons with disabilities.

(2) Interest in Indian trust lands.

(3) Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.

(4) Equity in cooperatives in which the family lives.

(5) Assets not accessible to and that provide no income for the applicant.

(6) Term life insurance policies (i.e., where there is no cash value).

(7) Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

(8) Assets disposed of for less than fair market value as a result of foreclosure, bankruptcy, divorce, or separation.

(9) IRA, Keogh, and similar retirement savings accounts where benefits are being received through periodic payments.

(10) Lump sum payments where the money is used for something that is not an asset— e.g. a car or a vacation or education.