\_\_\_\_\_\_\_\_\_\_\_\_, 2022

Social Security Administration

\*To include the appropriate address, please locate the appropriate field office by zip code at: <https://secure.ssa.gov/ICON/main.jsp>

**CERTIFIED MAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RETURN RECEIPT REQUESTED**

Re: JENNY DOE, SSN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Removal of ISM Reduction

Dear Sir or Madam:

On behalf of Jenny Doe (an SSI recipient), this letter is to inform you that Jenny is paying her fair share of household costs as specified in POMS SI 00835.465.D.1 (Household Costs – List of Applicable Items).

As you know, there are four people living in Jenny’s home. The monthly household expenses are as follows: (\*Be sure to remove items on this list that do not apply to the applicant.)

* Food (\*excluding the value of food purchased with SNAP benefits): $800.00
* Mortgage (\*including property insurance required by the mortgage holder): $\_\_\_\_\_\_\_\_\_\_\_
* Real property taxes (\*less any tax rebate/credit): $\_\_\_\_\_\_\_\_\_\_\_
* Rent: $1, 000
* Heating fuel: $\_\_\_\_\_\_\_\_\_\_\_
* Gas: $\_\_\_\_\_\_\_\_\_\_\_
* Electricity, Sewer & Garbage Combined: $150.00
* Water: $50.00

Jenny’s fair share of these expenses is $500.00 per month, calculated from $2,000.00 total expenses per month divided by 4 people living in the home. Since \_\_\_\_\_\_\_\_, 2022, Jenny has been contributing $500.00 per month from her SSI payments for her fair share of the household food and shelter items listed in POMS SI 00835.465.D.1.

It is my understanding that Jenny should no longer have a penalty for in-kind support and maintenance (reduction based on Value of the One-Third “VTR” Rule) since she is paying the pro rata fair share of household expenses. I believe that she will now be eligible for an increase amount of her SSI with the removal of the ISM penalty. If I can provide further information don’t hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Doe, Representative Payee and father of Jenny Doe

Enclosures

Copy of CPS Energy Statement – electricity, sewer and garbage

Copy of San Antonio Water System statement – water

Copy of Lease Agreement