

## CHANGE NOTICE FOR MANUAL

DATE: February 10, 2010

**MANUAL:** Low Income Energy Assistance Program Manual  
**CHANGE NO.:** 1-2010  
**TO:** County Directors of Social Services  
**EFFECTIVE:** March 1, 2010, make the following changes to the LIEAP Manual

### I. GENERAL

This change notice transmits revisions to the LIEAP Manual. These changes are outlined below.

### II. SPECIFIC CHANGES

#### A. EP 430 – DATA ENTRY INSTRUCTIONS

1. Section 430.01(E) is revised to include instructions for preventingabend messages while keying DSS-8114s.
2. Section 430.04(B) is revised to include the availability of the DSS-8114 FSIS OCT Approval and DSS-8114 FSIS OCT Denial reports in NCXPTR for screened-out households.
3. Section 430.07(J) is revised to clarify that a DSS-8114 turnaround is created in NCXPTR for county transfers.
4. Section 430.07(K) is revised to clarify that a DSS-8114 turnaround is created in NCXPTR to reflect all information in the LIEAP system.

#### B. EP 435 – REPORTS

Section 435 is revised to update reports available for counties in NCXPTR.

**The LIEAP Manual has been updated with these changes and is available in PDF format (see below).**

### III. INSTRUCTIONS FOR MAINTENANCE OF THE LIEAP MANUAL

**To maintain your current hard copy of the LIEAP Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-40/chg/>
2. Click on Change No. 1-2010

3. Click on the "[CN 1-2010](#)" and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hard copy of the manual:

<b>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
430	1-10, 15-18, 21-22	430	1-10, 15-18, 21-22
435	1-4	435	1-6

If you have any questions, please contact the DSS Information Support Staff at (919) 733-8938.

Sincerely,



Hank Bowers, Chief  
Performance Management/Reporting & Evaluation  
Management Section

HB:wc  
Attachments  
[EP\\_CN1-2010](#)  
[EPs430](#)  
[EPs435](#)