

CHANGE NOTICE FOR MANUAL

DATE: May 19, 2003

MANUAL: Energy

CHANGE NO.: 3-2003

TO: County Directors of Social Services

EFFECTIVE June 1, 2003, make the following changes to the Energy Manual.

I. BACKGROUND

The purpose of this change is to update Crisis Intervention Program (CIP) policy to establish definitions and procedures for identifying and tracking "New" households. Current policy does not address changes in household composition or changes in head of household designation that may occur within the State fiscal year. With the implementation of the statewide CIP automated tracking system, case data and maximum allowable benefits will be tracked by head of household.

II. SPECIFIC CHANGES

Energy Manual Section EP-900 is revised to establish definitions and procedures for tracking benefits for eligible CIP households. These procedures are to be used when keying CIP applications for the new Internet web-based system that will be available July 1, 2003. CIP households will be established based on this policy which is effective June 1, 2003.

III. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

<u>REMOVE</u>		<u>INSERT</u>	
<u>Section</u>	<u>Pages</u>	<u>Section</u>	<u>Pages</u>
EP-900	1-9	EP-900	1-10

If you have any questions, please contact your Program Integrity Representative.

Sincerely,

Suzanne Marshall, Chief
Food Assistance and Energy Programs

SM/AMS/bh
Attachment
[EPs900](#)