

CHANGE NOTICE FOR MANUAL

DATE: November 27, 2006

MANUAL: Low Income Energy Assistance Program (LIEAP) Manual
CHANGE NO.: 3-2006
TO: County Directors of Social Services
EFFECTIVE: December 1, 2006, 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

Section 430.06 is revised to:

1. Include the Data Entry Menu, LIEAP 8114 (ENTRY), LIEAP 8114 Page 2, LIEAP 8123, LIEAP 8114 (UPDATE), INTERACTIVE MEMORANDUM PROCESSOR and COUNTY MENU screens.
2. Update instructions on completing the LIEAP 8114 Page 2 screen. This screen was created to require Sex, Race, Ethnicity codes, and Language Preference (REL) for each person on the application or case.
3. Indicate the F10 function key is used on the 8114 (UPDATE) screen to update REL information on a case.

B. EP 905 - CRISIS INTERVENTION PROGRAM (CIP) SYSTEM INSTRUCTION

Section 905.02(B) is revised to include the CIP training web address.

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. 3-2006

3. Click on the "**CN 3-2006**" 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 hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
430	1-2, 15-23	430	1-2, 15-27
905	1-21	905	1-22

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

Sincerely,



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

HB/
Attachments
[EP_CN3-2006](#)
[EPs430](#)
[EPs905](#)