

## CHANGE NOTICE FOR MANUAL

DATE: October 1, 2007

**MANUAL:** Low Income Energy Assistance Program Manual  
**CHANGE NO.:** 3-2007  
**TO:** County Directors of Social Services  
**EFFECTIVE:** Upon receipt, 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 430.06. D. Selection 5-FIX SUSPENDED 8114 is being revised to add the Entry LIEAP 8114 screen.
2. Section 430.06. F. Selection 7-County Menu is revised to add a new SELECTION '0'-SUSPENDED 8114.
3. Section 430.09. Inquiry is being revised to:
  - a. Add the new PF10=R/E/L function key to view Race, Ethnicity, Language (REL), and Sex Codes for each individual included on the case on the Case Inquiry screen.
  - b. Add the Check Inquiry screen and two new transaction codes/descriptions for LIEAP checks:

<u>Code</u>	<u>Description</u>
22	Forgery (Credit)
23	Administrative Adjustment

- c. Add new 8114 Inquiry Selection '0'-Suspended 8114 to view Race, Ethnicity, Language (REL), and Sex for each individual on a suspended 8114.

#### B. EP 905 Crisis Intervention Program (CIP) System Instructions

Section 905.03 and Section 905.04 are being revised to add the new option, Crisis Funding Type. This option displays multiple funding types available for crisis application. A funding type is required for applications marked 'Crisis'. The funding type is not allowed for applications marked 'Disaster'.

### III. INSTRUCTIONS FOR MAINTENANCE OF THE LIEAP USER'S MANUAL

**To maintain your current hard copy of the LIEAP User's 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. 3-2007
3. Click on the "CN 3-2007" 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:

<b><u>REMOVE</u></b>		<b><u>INSERT</u></b>	
<b><u>SECTION</u></b>	<b><u>PAGES</u></b>	<b><u>SECTION</u></b>	<b><u>PAGES</u></b>
430	1-2, 15-27	430	1-2, 15-29
905	1-2, 7-12, 17-22	905	1-2, 7-12, 17-22

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:wc/re  
Attachments  
[EP\\_CN3-2007](#)  
[EPs430](#)  
[EPs905](#)