

CHANGE NOTICE FOR MANUAL

MANUAL: Energy Assistance Manual

CHANGE NO.: 4-2004 **Date:** September 22, 2004

TO: County Directors of Social Services

EFFECTIVE October 1, 2004, make the following changes to the Energy Manual.

I. BACKGROUND

The purpose of this change is to incorporate annual program rules and other policy clarifications. For the 2005 Low Income Home Energy Assistance (LIHEA) Program, Low Income Energy Assistance Program (LIEAP) payments will be targeted toward food stamp households active in the Food Stamp Information System (FSIS) as of September 30, 2004, with a certification through date of October 2004 or later. These households will receive an automatic payment for heating costs if they meet all LIEAP guidelines. Other households may apply for LIEAP assistance at the county department of social services during the application period of November 1 through November 12, 2004. Payments will be based on the number of persons in the household, income, fuel type and heating region.

Food Stamp households who do not meet the automatic certification criteria will be mailed a notice to apply at the local department of social services during the application period of November 1 through November 12, 2004. Counties will be provided laser printed DSS-8114's for screened out households.

II. SPECIFIC CHANGES

- A. The time table is updated in EP-100.
- B. Procedural changes in conducting energy monitoring are defined in EP-210.
- C. EP-300.02 Part I is changed to delete households with Utility Type 3 and 6 from the list of criteria for screening out automatically eligible cases.
- D. Clarification is added to EP-300.04 Part II to conduct additional research before approving a case that is already in the energy system.
- E. Required use of the DMA-5093, Daily Reception Log, is added to EP-301.02 Part II and added to the manual as Figure 300-6. Figure 300-3, the LIEAP Denial Notice, is revised to remove a statement that requests the client to bring an interpreter if one is needed.
- F. EP-301.04 F. Part II is revised to include all potential duplicate cases on the match reports sent to counties and to eliminate the state level match reports.
- G. The maximum allowable income chart and deduction amounts for households with boarders are updated in EP-410.
- H. Reference to the January automatic address match and update between FSIS and the energy system is removed from EP-500.06.
- I. In the Appeals section EP-700, reference to Work First Manual Section 2640 is corrected to Section 264.
- J. Retention requirement for energy files is clarified in EP-820.

- K. Carolina Power and Light Company's name is changed to Progress Energy in Sections 900 and 920.
- L. EP-900, Crisis Intervention Program, is revised to refer to the CIP automated system, system generated notices and reports. The requirement to complete the DSS-4274, Summary of the Crisis Intervention Program, is deleted since the automated system calculates these numbers. Figure 900-3 is removed.
- M. The CIP revised income limits are incorporated in EP-900.03 F. as published in DSS Administrative Letter 6-2004. The Administrative Letter will be obsoleted under separate cover.
- N. EP-903 H. clarifies that each CIP application must be approved or denied within 48 hours.
- O. The requirement for Wake Electric Round-Up counties to report monthly the number of households served with those funds is added to EP-925. These instructions were published in DSS Administrative Letter 5-2004, which will be obsoleted under separate cover.

III. IMPLEMENTATION INSTRUCTIONS

This policy is effective October 1, 2004.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY ASSISTANCE MANUAL

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If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

Jane Schwartz, Chief
Economic Services Section

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