

## CHANGE NOTICE FOR MANUAL

Date: April 20, 2005

**MANUAL:** Energy Assistance Manual  
**CHANGE NO.:** 4-2005  
**TO:** County Directors of Social Services

**EFFECTIVE:** April 25, 2005, make the following changes to the Energy Manual.

### I. BACKGROUND

This Change Notice transmits revisions to the LIEAP data entry instructions. The LIEAP system no longer accepts a numeric value for the sex/race of the casehead. An alpha value is required to record the sex, race, ethnicity and language preference of the casehead.

### II. GENERAL INFORMATION

Implementation of the Race, Ethnicity, and Language preference has been completed in order to be compliant with Federal regulation and with the Office of Civil Rights for Race, Ethnicity, and Language Preference. The United States Government is collecting statistics on Race and Ethnicity in order to study changes in social, demographics, and health and economic characteristics of various groups in our populations. Under the new Federal guidelines, agencies are required to allow individuals to select multiple race values.

The new **Race** codes are:

A	Asian
B	Black or African American
I	American Indian or Alaska Native
P	Native Hawaiian or Other Pacific Islander
U	Unreported
W	White

The new **Ethnicity** codes are:

C	Hispanic Cuban
H	Hispanic Other
M	Hispanic Mexican American
N	Not Hispanic/Latino
P	Hispanic Puerto Rican
U	Unreported

The new **Language** codes are:

AR	Arabic	HM	Hmong	PE	Persian
CA	Cambodian	HU	Hungarian	PG	Portuguese
CH	Chinese	IT	Italian	PO	Polish
EN	English	JA	Japanese	RU	Russian
FC	French Creole	KO	Korean	SC	Serbo-Croatian
FR	French	LA	Laotian	SP	Spanish
GE	German	MI	Miao	TA	Tagalog
GR	Greek	MK	Mon-Khmer	TH	Thai
GU	Gujarati	OT	Other	UR	Urdu
HI	Hindi	PC	Portuguese Creole	VI	Vietnamese

## II. SPECIFIC CHANGES

Section 430.04 is updated to include New Race, Ethnicity and Language codes and instructions.

Section 430.07 is updated to clarify instructions for deletion of an individual and reopening denials.

Section 430.08 is updated to clarify instructions for the DSS-8123, Energy Supplemental Form.

Section 435 has been created to identify and provide instructions for all reports associated with the Low Income Energy Assistance Program.

**The Energy Manual Change No. 4-2005 has been updated on the DSS website with these changes and is available in PDF format (see below).**

If you **do not** have access to the on-line manuals, you may obtain a hard copy of Energy Manual Change 4-2005 (limit **one** per county) by emailing [jacqueline.mcdonald@ncmail.net](mailto:jacqueline.mcdonald@ncmail.net).

## III. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

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

1. Go to the DSS On-Line Manuals website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-40/man/index.htm>
2. Click on Change No. 4-2005.
3. Click on the "CN 4-2005" and the 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>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
Table of Contents	1	Table of Contents	1-2
Index	i-ii	Index	i-iii
430	1-23	430	1-23
435	Nothing to remove	435	1-3

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

Sincerely,



Hank Bowers, Chief  
Performance Reporting and Automation Section

HB/hk  
Attachments  
[CN 4-2005](#)  
[EPsTOC](#)  
[EPsIndex](#)  
[EPs430](#)  
[EPs435](#)