

CHANGE NOTICE FOR MANUAL

DATE: September 19, 2007

MANUAL: Energy

CHANGE NO.: 4-2007

TO: County Directors of Social Services

EFFECTIVE: **October 1, 2007**, make the following change to the Energy Manual.

I. BACKGROUND

The purpose of this change notice is to make revisions to Sections 100, 200, 301, 410, 435, 500, 800, and 900 of the Energy Manual. This notice also revises all references to reflect the new name of North Carolina's Food Stamp Program to Food and Nutrition Services.

II. SPECIFIC CHANGES

A. Section 100, Time Table

Updates LIEAP Timeline for fiscal year 07-08.

B. Section 200, Low Income Energy Assistance Business Plan

Revises Figure 200-2 in Section 200.04, Business Plan.

Adds Note to Section 200.05, Due Dates for Plan Submittal and Approval, allowing the option to amend Low Income Energy Assistance Business Plans during the course of the State fiscal year.

C. Section 300 Part II, Intake

Adds Note to Section 301.01A, Application Requirement, indicating Native American applicants must apply for LIEAP through the Lumbee Tribal Council.

Updates Match Listings in Section 301.04F.2d, Application Procedures.

D. Section 410, Income/Deductions

Updates Section 410.01, Income Limit, to include new income eligibility limits for LIEAP.

Adds Note to Section 410.04A.1b, Determination of Gross Income (Applies to Walk-in Households Only), clarifying what income should be used to determine LIEAP eligibility for SR and SNAP households.

Deletes SOLQ as a verification source from Section 410.08, Verification and Documentation.

E. Section 435, Reports

Updates Section 435, Reports, to include current LIEAP Reports.

F. Section 500, Payment Procedures

Updates Match Lists in Section 500.05A, Issue and Control Of Checks.

Adds incarcerated and institutionalized payees to Section 500.08, Payment for Deceased Payee.

G. Section 800, Benefit Level Determination, Payment Calculation (To Be Used In Appeals and Overpayments)

Updates Section 800.02, Benefit Determination Factors, to include new income ranges for LIEAP.

H. Section 900, Crisis Intervention Program

Adds clarification to Section 900.03, Application Process, indicating Native American applicants must apply for CIP through the Lumbee Tribal Council.

Adds Note to Section 900.03G.5, Application Process, clarifying an applicant for CIP can be denied assistance if a history of crisis situations persists.

III. IMPLEMENTATION INSTRUCTIONS

The changes made to policy in the Energy manual are effective October 1, 2007. Use this policy to process LIEAP and CIP applications for the fiscal year July 1, 2007 thru June 30, 2008.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

	REMOVE			INSERT	
SECTION		PAGES		SECTION	PAGES
100		1		100	1
200		1-2, 5-9		200	1-2, 5-10
Figure 200-2		1-4		Figure 200-2	1-4
300 Part II		1-8		300 Part II	1-8
410		1-10		410	1-10
435		1-3		435	1-4
500		1-11		500	1-11
800		1-2		800	1-2
900		1-8		900	1-8

Please contact your Food and Nutrition Services & Energy Programs Representative if you have any questions.

Sincerely

/S/

Adonica Hampton, Assistant Chief
Economic Services Section

AH:jcs