

## CHANGE NOTICE FOR MANUAL

**DATE:** August 19, 2002

**MANUAL:** Energy

**CHANGE NO:** 5-2002

**TO:** County Directors of Social Services

**EFFECTIVE September 1, 2002**, make the following changes to the Energy Manual.

### I. BACKGROUND

Policy has been updated to reflect program rules regarding the 2002-2003 Low Income Home Energy Assistance (LIHEA) Program. Under the new plan, Low Income Energy Assistance Program (LIEAP) payments will be targeted toward all food stamp households active in the Food Stamp Information System (FSIS) as of September 30, 2002, with a certification-through date of October 2002 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 4 through November 15, 2002. Payments will be based on income and resources received during October 2002.

Food stamp households who do not meet the certification criteria listed above will be mailed notification to apply at the local department of social services during the application period of November 4 through November 15, 2002. Counties will be provided laser-printed DSS-8114's for screened-out households. Counties will receive a list containing automatically eligible food stamp households and screened-out households.

### II. SPECIFIC CHANGES

- The Time Table Chart is updated with program date changes.
- The Outreach and Application Section is updated to include information about volunteers.
- Figures for the County Classification Chart has been added to the Monitoring Section.
- The Application Section includes clarification for appeal rights on screened-out households.
- Including foster care children in LIEAP cases is explained in the Household Composition Section. Information is also added concerning lease agreements.
- A reasonable time frame for applicants to return information is defined.
- Income limits are updated to reflect the 2002 federal poverty limits. The Boarder Chart is updated.
- Information is added to clarify recoupments for overpayments, standard medical deduction, terminated income, and ineligible alien.
- Data entry procedures are updated.
- The County Reassignment Section is updated with instructions for the return of energy checks to the State Office when clients move out-of-state.

- Requests for replacement checks are clarified.
- Crisis Intervention Program policy is updated to provide clarification to information on income, vendors, and emergency funds.
- Project Share policy is updated to increase benefit limits and to delete information concerning outside temperature.

### III. IMPLEMENTATION INSTRUCTIONS

This policy is effective September 1, 2002.

### IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

REMOVE		INSERT	
<u>Section</u>	<u>Pages</u>	<u>Section</u>	<u>Pages</u>
EP-100	1	EP-100	1-2
EP-200	5-6, 9-10	EP-200	5-6, 9-10 Figure 200-9 through Figure 200-11
EP-300, Part 1	1-2	EP-300, Part 1	1-2
EP-300, Part 2	3-6	EP-300, Part 2	3-6
EP-310	1	EP-310	1
EP-320	7-8	EP-320	7-8
EP-410	1-2, 5-13	EP-410	1-2, 5-13
EP-430	1-24	EP-430	1-26
EP-440	3-4	EP-440	3-4
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EP-910	1-2	EP-910	1-2
EP-920	3-8	EP-920	3-8
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If you have any questions, please contact your Program Integrity Representative.

Sincerely,

Wilbert R. Morris, Chief  
Economic Independence Section

AMS/bh  
Attachments

Sections:

[EPs100](#)  
[EPs200](#)  
[EPs200f9](#)  
[EPs200f10](#)  
[EPs200f11](#)  
[EPs300p1](#)  
[EPs300p2](#)  
[EPs310](#)  
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