

CHANGE NOTICE FOR MANUAL

MANUAL: Energy Assistance Manual

CHANGE NO.: 5-2005 **DATE:** August 29, 2005

TO: County Directors of Social Services

EFFECTIVE September 1, 2005, make the following changes to the Energy Manual.

I. BACKGROUND

The purpose of this change notice is to make revisions to Sections 100, 200, 300, 410, 440, 500 and 900 of the Energy Manual.

II. SPECIFIC CHANGES

A. Section 100, Time Table

Deletes reference to counties requesting a hardcopy of the LIEAP Payment Schedule. Counties will automatically receive a copy of the Payment Schedule.

B. Section 200.10, Outreach and Application

Obsoletes Figure 200-3.

Revises Figure 200-6, Section III (B & C), the LIEAP Review Guide.

Deleted reference to C & D in Section V as information is no longer required.

C. Section 300.02, Screening for Food Stamp Households

Revises Figure 300-2, Notification to Food Stamp Households That Must Come In To Apply For LIEAP.

D. Section 301.04, Intake

Revises Section D, Number 3.

Adds Note to Section F, 2d, Matching Listings, indicating an asterisk identifies new entries.

E. Section 301.05, Intake

Adds Note to refer counties to Section 440 D & E, County Transfers, for instructions in reference to changes of addresses.

F. Section 410.01, Income/Deductions

Updates new income eligibility requirements for LIEAP.

G. Section 410.02, Income/Deductions

Adds Section BB to include procedures on calculating Per Capita Gaming Payments.

H. Section 430.01, Data Entry Instructions

Revises Section C, Security.

Revises Section E, Contacts, to include current contact information.

I. Section 430.04, Data Entry Instructions

Revises description of denial code "I" in Field 9 of Subsection D.

J. Section 440, County Transfers

Changes the Section title to "Address Changes And County Reassignments."

Adds clarification of procedure to use when client moves out of state prior to issuance of a LIEAP check.

K. Section 500.05, Payments Procedures

Adds Note to Section A, indicating an asterisk identifies new entries.

Revises entire Section to include correct report titles. Includes how the reports are listed in X-PTR.

L. Section 500.09, Payments Procedures

Adds Note to refer to Section 440 E, County Transfer, for procedures to use when a check is returned for moving out of state or institutionalization.

M. Section 900.03, Crisis intervention Program

Updates new income eligibility requirements for CIP in Subsection F, Eligibility Determination.

Revises Section G, Crisis Determination.

N. Section 905.02, Crisis Intervention Program (CIP) System Instructions

Updates the CIP website address.

O. Section 905.03, Crisis Intervention Program (CIP) System Instructions

Revises Section H, Letter J, How to Enter a New CIP Application.

P. Section 920.01, Progress Energy Company's Project Share

Changes the term "Project Share" to "Energy Neighbor," throughout the Energy Manual.

III. IMPLEMENTATION INSTRUCTIONS

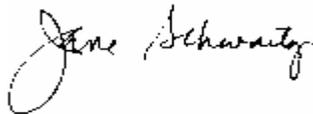
The changes made to policy in the Energy Manual are effective September 1, 2005. This policy will be used to process LIEAP and CIP applications for the fiscal year of July 1, 2005 thru June 30, 2006.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY ASSISTANCE MANUAL

<u>Section</u>	<u>REMOVE</u>	<u>Pages</u>	<u>Section</u>	<u>INSERT</u>	<u>Pages</u>
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100		1	100		1
Figure 200-3		1			Nothing
Figure 200-6		1-6	Figure 200-6		1-5
300 Part II		3-8	300 Part II		3-8
Figure 300-2		1	Figure 300-2		1
410		1-12	410		1-12
430		1-23	430		1-23
440		1-3	440		1-3
500		1-10	500		1-10
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905		7-8	905		7-8
920		1-8	920		1-8
Figure 920-1		1	Figure 920-1		1
Figure 920-2		1	Figure 920-2		1

Please contact your Food Assistance and Energy Programs Representative if you have any questions.

Sincerely,



Jane Schwartz, Chief
Economic Services Section

JS:jcs

Attachments

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