

## CHANGE NOTICE FOR MANUAL

**DATE: September 23, 2003**

**MANUAL:** Energy

**CHANGE NO:** 6-2003

**TO:** County Directors of Social Services

**EFFECTIVE** **September 1, 2003**, make the following changes to the Energy Manual.

### **I. BACKGROUND**

Policy is updated annually to reflect program rules. For the 2004 Low Income Home Energy Assistance (LIHEA) Program, 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, 2003, with a certification-through date of October 2003 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 3 through November 14, 2003. 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 3 through November 14, 2003. Counties will be provided laser printed DSS-8114's for screened-out households.

### **II. SPECIFIC CHANGES**

The Time Table chart in Section 100 is updated with program date changes.

Section 200, Outreach and Application Plan, is updated to instruct counties to key the correct return mailing address in the Energy System.

Section 300, Application Process, provides clarifications about laser printed DSS-8114's, screened out individuals, and required use of the DMA-5093, Daily Reception Log.

Section 310, Household Composition, further defines the requirement concerning a heat source.

Income limits are updated in Section 410 to reflect the 2003 federal poverty limits. The Boarder Chart is also updated.

Policy is added to Section 420, Resources, to exclude life estate and remainder interest, and real property including mobile homes.

Section 430, Data Entry Instructions, is updated.

Section 440, County Reassignment, is updated to provide instructions for handling energy checks when clients move out of state.

Section 500, Payment Procedures, is updated with information concerning reporting lost/stolen checks.

Section 700, Appeals, is updated to define that a local hearing must be held within 5 days of the request.

Section 800, "Income Ranges by Family Size" chart is updated with new income ranges.

Section 900, Crisis Intervention Program, charts have been updated and references to Progress Energy replace references to Carolina Power and Light Company.

### III. IMPLEMENTATION INSTRUCTIONS

This policy is effective September 1, 2003.

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

<u>Remove</u>		<u>Insert</u>	
<u>Section</u>	<u>Pages</u>	<u>Section</u>	<u>Pages</u>
EP-100	1-2	EP-100	1-2
EP-200	1-8	EP-200	1-8
EP-200 Figure 6		EP-200 Figure 6	
EP-300P1	1-2	EP-300P1	1-2
EP-300P2	1-4, 7-8	EP-300P2	1-4, 7-8
EP-310	1	EP-310	1
EP-410	1-8, 11-12	EP-410	1-8, 11-12
EP-420	1-2	EP-420	1-2
EP-430	1-23	EP-430	1-23
EP-440	1-4	EP-440	1-4
EP-500	1-2, 5-6	EP-500	1-2, 5-6
EP-700	1-2	EP-700	1-2
EP-800	1-3	EP-800	1-3
EP-900	1-10	EP-900	1-10

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

Sincerely,

Wilbert R. Morris, Associate Director  
Performance Management/Economic Services

#### Attachments

[EPs100](#)  
[EPs200](#)  
[EPs200f6](#)  
[EPs300P1](#)  
[EPs300P2](#)  
[EPs310](#)  
[EPs410](#)  
[EPs420](#)  
[Eps430](#)  
[EPs440](#)  
[EPs500](#)  
[EPs700](#)  
[EPs800](#)  
[EPs900](#)

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