
APPLICATION PROCESS
PART ONE- SCREENING FOR FOOD STAMP HOUSEHOLDS

EP – 300 PART ONE – SCREENING FOR FOOD STAMP HOUSEHOLDS

Change #2-2009

October 1, 2009

300.01 AUTOMATICALLY ELIGIBLE

LIEAP payments will be targeted towards all food stamp households active in the Food Stamp Information System (FSIS). These households will receive automatic payments for heating costs if they meet all other LIEAP guidelines. These households will receive notification (Figure 300-1) in early October. Counties receive a check register in January, which will include listings for Automatic eligible and walk-in applicants who are scheduled to receive a check in February.

A. Criteria for Automatic Eligibility

1. Be active in the FSIS as of September 30 of the current year, with a certification through date of October of the current year or greater.
2. Be a food stamp household that has not been screened out according to criteria in Section 300.02

B. Publicize locally that if a household does not receive a notice (Figure 300-1), it must apply in person at the county department social services by the deadline. (See Time Table in EP-100 for date.)

300.02 SCREENED-OUT FOOD STAMP HOUSEHOLDS WHO MUST APPLY IN PERSON

Some food stamp cases contain information which is considered invalid or incomplete for LIEAP. These households will be referred to as screened out even though they will be brought forward to the Energy System. This will produce a DSS-8114 which will be available in NCXPTR for county access in October. (See Time Table in EP-100 for date). This DSS-8114 will have a valid energy number on the form. These cases will be denied in the Energy System. A control listing of these cases will be available in NCXPTR for county access in October. (See Time Table in EP-100 for date).

A food stamp case must be active in FSIS at the end of the day on September 30th for it to be considered a food stamp household for Energy.

Most food stamp households are automatically eligible and will be sent a check in February. Other food stamp households who do not meet the criteria listed in Section 300.01, Automatic Eligible, will receive a generated notice telling them they must apply in person at the county department of social services. (See Figure 300-2.)

Below are the food stamp households who are screened out and who must come into the agency to apply. Treat these households as a walk-in application. (See Part Two of this section for regulations and procedures for households who apply in person.)

A. Households which have the following dependent relationship code in FSIS:

- A- Ineligible Alien
- B- Boarder
- C- Convict/Fleeing Felon
- E- Enumeration Refused
- J- Ineligible Able-Bodied Adults Without Dependents

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- R- Roomer
- S- Student
- V- Parole/Probation Violator

- B. Households with fuel type "O," zero, code N, or blank in FSIS (Field 30).
- C. Households listed as separate households on the DSS-8590 (Field 32 and 37 are not equal.)
- D. Food Stamp households certified through September but not recertified on or before September 30 for reasons such as failure to recertify timely or worker error.

300.03 STATE OFFICE SENDS THE FOLLOWING INFORMATION TO FOOD STAMP HOUSEHOLDS

Notice to Screened Out Food Stamp Households

The Energy System screens automatically food stamp households to determine if they are eligible or screened-out. See 300.02 above for which households are screened. The second week of October, a system-generated notice is mailed automatically to food stamp households that are screened out. This notice informs them that they must apply in person at the county department of social services. Eligible household members that receive this notice have no appeal rights but may walk in during the application period to apply for assistance. (See Figure 300-2).

300.04 STATE OFFICE LOADS THE FOLLOWING INFORMATION IN NCXPTR THE SECOND WEEK OF OCTOBER

- A. DSS-8114 (LIEAP Application Form)

DSS-8114's are generated for each screened out food stamp household. This form contains verified information from FSIS. These households must apply in person. (See Part Two of this section for regulations and procedures for households who must apply in person.)
- B. A log listing all FSIS generated DSS-8114's that were loaded in NCXPTR for screened out food stamp recipients

300.05 WHAT HAPPENS WHEN THE APPLICATION IS KEYED INTO THE ENERGY SYSTEM

- A. The Energy System generates a listing of all approved cases and a listing of all denied cases. These listings are loaded in NCXPTR.
- B. The Energy System generates a turnaround DSS-8114 which is loaded in NCXPTR. The turnaround reflects the information in the Energy System.
- C. The Energy System generates automatically a DSS-8115, denial notice (Figure 300-3). This notice is mailed to the applicant from the State Office.