
**ENERGY PROGRAMS
REPORTS**

EP - 640 REPORTS
Change #3-2011
December 1, 2011

Effective December, 2011, LIEAP applications are completed through the Energy Programs System. The DHREPA reports listed below will no longer be generated through EP01. Reports will be available through the Energy Programs System or the Client Services Data Warehouse (CSDW). The reports below may be available in NCXPTR for prior years.

A. DHREPA EPA120-1-BI HSHOLD APPROV

This report is generated nightly and available in NCXPTR the following morning. This report includes a listing of all approved Low Income Energy Assistance Program applications. It includes the following information:

1. Energy Case Number
2. FSIS Case ID
3. Case Name
4. Address
5. Sex
6. Race

B. DHREPA EPA140-1-BG HSHOLD DENIED

This report is generated nightly and available in NCXPTR the following morning. This report includes a listing of all denied Low Income Energy Assistance Program applications. It includes the following information:

1. Energy Case Number
2. FSIS Case ID
3. Denial Code
4. Reason for Denial
5. Case Name
6. Address

C. DHREP EPA 150-01 FORMS ENTERED

This report is generated nightly and available in NCXPTR the following morning. This report includes all DSS-8114's and DSS-8123's keyed and accepted by the system each day. It includes the following information:

1. Form ID number
2. Energy Case Number
3. Case Name
4. District Number
5. Name of the data entry worker who keyed the form.
6. The number of forms keyed by each data entry worker.
7. A county total of each type of form keyed.

This report should be reviewed each day during the LIEAP application processing period for form control purposes.

D. DHREP EPA160-01 FORMS SUSPENDED

This report is generated nightly and available in NCXPTR the following morning. This report includes all DSS-8114's and DSS-8123's keyed but NOT accepted by the system each day. It includes the following information:

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1. Form ID number
2. Case Name
3. Date Suspended
4. District Number
5. Name of the data entry worker who keyed the form.
6. A county total of each type of form suspended.

E. DHREP SCHEDULE

Around the first of January (see EP 100 for exact date each year) the Initial Recipient Payment Schedule is made available in NCXPTR. This Initial report is an alphabetical listing of approved households and the payment amount. The check numbers are not shown. Use this Initial report to search for duplicate cases, incorrect amounts, errors, etc. All corrections needed must be made by using Pull Check Procedures (see EP 500.03). All corrections must be completed by the keying deadline (see EP 100).

F. DHREPA EPA195-1-BQ CHKREG DETAIL

After the keying deadline (see EP 100) the DHREP SCHEDULE is obsolete and can be destroyed. An Initial Check Register is created and available in NCXPTR. This report lists the following:

1. City & State
2. Mailing Address
3. Custodian or Additional Address
4. Recipient Name
5. Case Identifying Information including County number and Energy number
6. Amount of LIEAP check
7. Check Number
8. Comment
9. Day issued (Julian Date)

G. DHREPA DUP ADDRESSES COUNTY RPT

The purpose of this report is to provide the county with a tool to identify possible duplicate issuances of benefits. This report lists all cases that have the same address. Cases that were not listed on the previous week's report will be indicated with an asterisk (*). This report lists both of the cases that contain the duplicate information and contains the following information:

1. Energy Case Number
2. County Case Number
3. District Number
4. Case Name (First, MI, Last)
5. Social Security Number
6. Address
7. Match On (A = Address, S = SSN)

This report will be produced weekly and placed in NCXPTR beginning October of each year. Any duplicate cases should be resolved using Pull Check procedures described in section 500.03 of the Energy Manual.

H. DHREPA DUP SSNS COUNTY RPT

The purpose of this report is to provide the county with a tool to identify possible duplicate issuances of benefits. This report lists all cases that have the same Social Security Number. Cases that were not listed on the previous week's report will be indicated with an asterisk (*). The report lists both of the cases that contain the duplicate information and contains the following information:

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1. LIEAP Case Number
2. County Case Number
3. District Number
4. Case Name (First, MI, Last)
5. Social Security Number
6. Address
7. Match On (A = Address, S = SSN)

This report will be produced weekly and placed in NCXPTR beginning October of each year. Any duplicate cases should be resolved using Pull Check procedures described in section 500.03 of the Energy Manual.

I. DHREPA DUP ADDR/CNTY/NEW CASES

The purpose of this report is to provide the county with a tool to identify possible duplicate issuances of benefits. This report lists cases that have the same address. This report will only display a list of the current week's new duplicate addresses that will appear on the Statewide Duplicate Addresses Report with an asterisk symbol (*). This report lists both of the cases that contain the duplicate information and contains the following information:

1. Energy Case Number
2. County Case Number
3. District Number
4. Case Name (First, MI, Last)
5. Social Security Number
6. Address
7. Match On (A = Address, S = SSN)

This report will be produced weekly and placed in NCXPTR beginning October of each year. This report should be reviewed on a weekly basis to resolve any duplicate case issues. Any duplicate cases should be resolved using Pull Check procedures described in section 500.03 of the Energy Manual.

J. DHREPA DUP SSNS/CNTY/NEW CASES

The purpose of this report is to provide the county with a tool to identify possible duplicate issuances of benefits. This report lists cases that have the same Social Security Number. This report will only display a list of the current week's new duplicate Social Security Numbers that will appear on the Statewide Duplicate Social Security Number Report with an asterisk symbol (*). This report lists both of the cases that contain the duplicate information and contains the following information:

1. LIEAP Case Number
2. County Case Number
3. District Number
4. Case Name (First, MI, Last)
5. Social Security Number
6. Address
7. Match On (A = Address, S = SSN)

This report will be produced weekly and placed in NCXPTR beginning October of each year. This report should be reviewed on a weekly basis to resolve any duplicate case issues. Any duplicate cases should be resolved using Pull Check procedures described in section 500.03 of the Energy Manual.

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K. DHREPA DUP NAME/CNTY/NEW CASES

This report provides the county with a tool to identify possible duplicate issuances of benefits. This report lists cases that have the same case name. This report will only display a list of the current week's new duplicate names that will appear on the Duplicate Names County Report. This report lists the cases that contain the duplicate information and contains the following information:

1. Energy Case Number
2. County Case Number
3. District Number
4. Case Name (First, MI, Last)
5. Date of Birth
6. Social Security Number
7. Address
8. Match On (N=Name)

This report will be produced weekly and placed in NCXPTR beginning October of each year. This report should be reviewed on a weekly basis to resolve any duplicate case issues. Any duplicate cases should be resolved using Pull Check procedures described in section 500.03 of the Energy Manual.

L. DHREPA FSIS OCT APP LISTING

This report provides a listing of all of the automatic approvals from the FSIS system on October 1. The purpose of this report is to provide the counties with a listing of all automatically approved cases as DSS-8114s are not sent out on auto approvals. This report contains the following information:

1. Energy Number
2. Name (Last, First)
3. Address
4. Sex
5. Race

This report is produced annually in October and placed in NCXPTR.

M. DHREPA FSIS OCT DEN LISTING

This report provides a listing of all of the denials or "screened out" cases from the FSIS system on October 1. The purpose of this report is to provide the counties with a listing of all screened out cases. DSS-8114s are placed in NCXPTR for each of these cases. This report contains the following information:

1. Energy Number
2. Name (Last, First)
3. Address
4. Denial Code and Reason

This report is produced annually in October and placed in NCXPTR.

N. LIEAP STATEWIDE AND COUNTY CUMULATIVE REPORTS

These reports provide a cumulative total of approvals and denials of LIEAP benefits on a statewide and per county basis. These yearly reports are located in NCXPTR under DHRWRA LIEAP PROFILE CNTY PGS, and DHRWRA LIEAP PROFILE STATE PGS. They are available in February after the disbursement of LIEAP checks.

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O. DHREPA ALL ADULTS IN WORK 1ST

This report provides a listing of all of the automatic approvals from the FSIS system on October 1 that receive Work First. The purpose of this report is to provide the counties with a listing of all adults in a Work First case that were automatically approved. This report contains the following information:

1. Case Payee
2. Account Number (Case ID)
3. Case District (County Case Number)
4. Resource Amount
5. Payment (Work First Benefit Amount)
6. Address
7. Substitute Payee Name
8. Other Adults in Case

This report is produced annually in October and placed in NCXPTR.

P. DHREPA MA UPDATES

This report provides a listing of all of the automatic approvals from the FSIS system on October 1 that receive Medicaid. The purpose of this report is to provide the counties with a listing of all adults in a Medicaid case that were automatically approved. This report contains the following information:

1. Case Payee
2. Account Number (Case ID)
3. Case District (County Case Number)
4. Resource Amount
5. Payment (Medicaid Benefit Amount)
6. Address
7. Substitute Payee Name
8. Other Adults in Case

This report is produced annually in October and placed in NCXPTR.

Q. DHREPA 8114 OCT FSIS APPROVALS

This report provides a listing of all of the automatic approvals from the FSIS system on October 1. The purpose of this report is to provide the counties with a listing of all automatically approved cases. The DSS-8114s are not mailed to counties on auto approvals. This report contains the following information:

1. Energy Number
2. Name (Last, First)
3. Address
4. Sex
5. Race

This report is produced annually in October and placed in NCXPTR.

R. DHREPA 8114 OCT FSIS DENIALS

This report provides a listing of all of the automatic denials from the FSIS system on October 1. The purpose of this report is to provide the counties with a listing of all automatically denied cases. The DSS-8114s are not mailed to counties on auto denials. This report contains the following information:

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1. Energy Number
2. Name (Last, First)
3. Address
4. Sex
5. Race

This report is produced annually in October and placed in NCXPTR.

S. DHREPA 8114-FORM-BJ 111-TURNARND

This report provides a listing of all DSS-8114s that were approved or denied. The purpose of this report is to provide the counties with a copy of all DSS-8114s. The DSS-8114 turnarounds are not mailed to counties. This report contains the following information:

1. Energy Number
2. Name (Last, First)
3. Address
4. Sex
5. Race

This report is generated nightly and available in NCXPTR the following morning.