

CHANGE NOTICE FOR MANUAL

DATE: September 20, 2006

MANUAL: Energy Assistance Manual

CHANGE NO.: 2-2006

TO: County Directors of Social Services

EFFECTIVE: October 1, 2006, make the following change to the Energy Manual.

I. BACKGROUND

The purpose of this change notice is to make revisions to Sections 100, 200, 300, 400, 410, 430, 500, 800, 900, 925, and 935 of the Energy Manual.

II. SPECIFIC CHANGES

A. Section 100, Time Table

Updates LIEAP Timeline for new fiscal year.

B. Section 200, Outreach and Application

Revises Section 200.01, B., Requirements, to state that an Outreach and Application Plan is mandatory.

Revises Section 200.03, Application Plan Guidelines, to state that an Outreach and Application Plan is mandatory.

C. Section 300, Screening For Food Stamp Households

Revises Section 300.01, A., Automatically Eligible, removing the \$2,200 reserve limit criteria for automatically eligible clients.

D. Section 301, Intake

Revises Section 301.04, A.2., Application Procedures, to clarify that the State automatically sends Control Lists to counties.

Adds Note to Section 301.04, A.2., Application Procedures, to only use Control Listings to identify Work First, Food Stamp, and Medicaid recipients.

Adds Note to Section 301.06, B.3., Special Provisions for Waving the Office Visit, providing instructions regarding incomplete or unsigned LIEAP applications.

E. Section 400, Vulnerability

Adds Note to Section 400.02, A.1., Fully Vulnerable, referencing Section 8 housing as a private living arrangement.

Adds policy to Section 400.02, A.3.e., Fully Vulnerable, to recognize households living in hotels/motels with a written agreement/lease as a private living arrangement.

F. Section 410, Income/Deductions

Updates in Section 410.06, B.1.j., Treatment of Income from Farm, Self-Employment, or Rentals, the new maximum Food Stamp allotments from USDA.

Adds Note to Section 410.08, B.2., Verification and Documentation, providing instructions regarding adding the Medicare premium to determine countable income.

Adds Note to Section 410.08, B.3.b., Verification and Documentation, to use client's statement when a household is over income for LIEAP.

G. Section 430, Data Entry Information

Adds transaction codes for LIEAP checks in Section 430.09, B.2, Completing the DSS-8114.

H. Section 500, Payment Procedures

Adds Note to Section 500.10, B., Unclaimed Checks, providing instructions regarding expired LIEAP checks.

I. Section 800, Benefit Level Determination, Payment Calculation (To Be Used In Appeals And Overpayments)

Updates in Section 800.02, Benefit Determination Factors, the new income ranges for LIEAP.

J. Section 900, Crisis Intervention Program

Updates in Section 900.03, F.1., Application Process, the new income eligibility limits for CIP.

K. Section 925, Wake Electric Round-Up Program

Removes from Section 925.01, D., General Information, the statement that funds can only be used for Wake Electric bills.

L. Section 935, Helping Each Member Cope Program

Adds Section 935, Haywood Electric Membership Corporation's low income energy assistance program Helping Each Member Cope Program, to the Energy Manual.

III. IMPLEMENTATION INSTRUCTIONS

The changes made to policy in the Energy Manual are effective October 1, 2006. Use this policy to process LIEAP and CIP applications for the fiscal year July 1, 2006 through June 30, 2007.

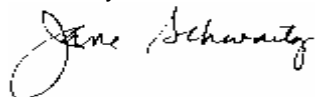
Please contact your Food Assistance and Energy Programs Representative if you have any questions.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY ASSISTANCE MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages
100	All	100	1
200	All	200	1-9
300 Part I	All	300 Part I	1-2
300 Part II	All	300 Part II	1-9
400	All	400	1-2
410	1-2, 7-12	410	1-2, 7-12
430	1-2, 19-23	430	1-2, 19-23
500	1-2, 7-8	500	1-2, 7-8
800	All	800	1-3
900	1-4	900	1-4
925	1-2	925	1-2
		935	1-8
		Figure 935-1	1
		Figure 935-2	1

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

Sincerely,



Jane Schwartz, Chief
Economic Services Section