

## CHANGE NOTICE FOR MANUAL

DATE: June 18, 2007

**MANUAL:** Energy Assistance Manual

**CHANGE NO.:** 2-2007

**TO:** County Directors of Social Services

**EFFECTIVE:** July 1, 2007, make the following change to the Energy Manual.

### I. BACKGROUND

The purpose of this change notice is to make revisions to Sections 200 and 900 of the Energy Manual. The changes in policy were recommended by CIP workgroups from the Economic Services Committee and the NC Association of County Directors of Social Services.

### II. SPECIFIC CHANGES

#### A. Section 200, Outreach and Application Plan

Changes Section 200, Outreach and Application Plan, to Low Income Energy Assistance Business Plan.

Revises heading in Section 200.04, Outreach and Application Plan.

Revises Figure 200-2 in Section 200.04, to rename the Outreach and Application Plan, to the Low Income Energy Assistance Business Plan. It also includes additional criteria to be used in developing the Business Plan.

Adds Section 200.04C, Outreach and Application Plan, to include criteria for determining a crisis.

Adds mailing address for submission of Business Plan to Section 200.05, Due Dates for Plan Submittal and Approval.

#### B. Section 900, Crisis Intervention Program

Revises Section 900.03, Application Process, indicating the requirement CIP applicants must be screened promptly to determine if a crisis situation exists.

Removes policy indicating CIP application-taking must begin on the first working day of July from Section 900.03A, Application Process.

Removes reference to the DSS-8178, Crisis Intervention Worksheet, from 900.03A.4, Application Process.

Revises instructions for screening applicants for CIP in Section 900.03D.e.1, Application Process.

Removes reference to appeal if a decision is not made within 24 hours from Section 900.03D.e.4, Application Process.

Adds instructions regarding the use of EIS and FSIS to confirm the applicant's income statements to Section 900.03F.1, Application Process.

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

Revises Section 900.03G, Application Process, to include instructions for determining if a crisis exists and procedures to follow when a crisis is identified.

Adds Section 900.03H, Application Process, to include instructions for CIP verification and documentation.

Updates Section 900.03I, Application Process, to clarify time frames for authorizing assistance for CIP.

Revises Section 900.04C, Benefit Levels and Methods of Payments, to specify the criteria for use of funds must be included in the annual Low Income Energy Assistance Business Plan.

### III. IMPLEMENTATION INSTRUCTIONS

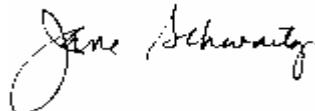
These changes are effective with applications taken or processed on or after July 1, 2007. Use this policy when preparing your annual Low Income Energy Assistance Business Plan for submission on August 3, 2007. Continue to operate under the old Outreach and Application Plan until the new Low Income Energy Assistance Business Plan is submitted.

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

	REMOVE			INSERT	
SECTION		PAGES		SECTION	PAGES
200		1-9		200	1-9
Figure 200-2		1-2		Figure 200-2	1-4
900		1-10		900	1-9

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

Sincerely,



Jane Schwartz, Chief  
Economic Services Section

JS:jcs  
Attachments  
[EPs200](#)  
[EPs200f2](#)  
[EPs900](#)