

CHANGE NOTICE FOR MANUAL

MANUAL: Energy
CHANGE NO: 2-2009 **DATE:** September 1, 2009
TO: County Directors of Social Services
EFFECTIVE: October 1, 2009, make the following changes to the Energy Manual.

I. BACKGROUND

The purpose of this change notice is to make revisions to the Table of Contents and Sections 100, 200, 300 Part 1 & 2, 320, 410, 435, 500, 800, 900, 910, 920, 921, 925, and 935 of the Energy Manual.

II. SPECIFIC CHANGES

A. Table of Contents

Changes North Carolina Natural Gas to Piedmont Natural Gas at Section 921.

B. Section 100, Time Table

Updates LIEAP Timeline for fiscal year 2009-2010.

C. Section 200, Low Income Energy Assistance Business Plan

Changes DSS-5093 to DMA-5093 in first paragraph below 3 of Section 200.03 A.

D. Section 300 Part One, Intake

Adds "code N" to Section 300.02 B.

Revised main title, and removes reference to mailing 8114's in Section 300.04.

Removes reference to mailing 8114's in Section 300.05.

E. Section 300 Part Two, Intake

Updates Section numbers to reflect correct sequence.

F. Section 320, United States Citizenship

Updates Help Desk number in Section 320.04 D 1 & 2.

Updates new BCIS information in Section 320.06 B 2 and E.

G. Section 410, Income/Deductions

Updates Section 410.01 to include the new income eligibility limits for LIEAP.

Updates Semi-Annual Reporting name in Section 410.04 1 b, second note.

Updates FNS allotments in Section 410.06 B 1 j.

Adds new information concerning non-qualified aliens to Section 410.10 A.

Revises specified persons information in Section 410.09 A.

H Section 435, Reports

Removes reference to mailing reports in Sections C, D, E, F, G, H, and K.

I. Section 500, Payment Procedures

Removes reference to mailing reports in Section 500.05 A, B, and E.

J. Section 800, Benefit Level Determination, Payment Calculation (To be used in Appeals and Overpayments)

Updates Section 800.02 to include new income ranges for LIEAP.

K. Section 900, Crisis Intervention Program

Updates chart in Section 900.3 F1, to include the new income eligibility limits for CIP.

L. Section 910, Contracting

Adds the word "is" to Section 910.01, Introduction.

Changes Section name in Section 910.04, number 5.

M. Section 920, Progress Energy Company's Energy Neighbor

Removes B from Section 920.01.

Changes heating season date in Section 920.06 F 1.

N. Section 921, NC Natural Gas

Removes B from Section 921.01.

Changes NC Natural Gas to Piedmont NG throughout the section.

O. Section 925, Wake Electric Round Up

Removes B from Section 925.01.

P. Section 935, Helping Each Member Cope

Removes B from Section 935.01.

III. IMPLEMENTATION INSTRUCTIONS

The changes made to policy in the Energy manual are effective October 1, 2009. Use this policy to process LIEAP and CIP applications for the fiscal year July 1, 2009 thru June 30, 2010.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

	REMOVE			INSERT	
SECTION		PAGES		SECTION	PAGES
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200		1-10		200	1-10
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Please contact your Food and Nutrition Services & Energy Programs Representative if you have any questions.

Sincerely



Dean Simpson, Chief
Economic Services Section

DS:ej

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