

CHANGE NOTICE FOR MANUAL

Date: March 28, 2005

MANUAL: Energy Assistance Manual
CHANGE NO.: 03-2005
TO: County Directors of Social Services

EFFECTIVE: April 1, 2005, make the following changes to the Energy Manual.

I. BACKGROUND

This Change Notice transmits revisions to the CIP User's Instructions.

The CIP system now allows counties to delete applications and change applications back to pending status in order to make corrections. The security officer for each county must call the DHHS Customer Support Center at (919)-855-3200 and select option#2 to request "Updating Capability" for select individuals. It is suggested that only the supervisor and/or lead worker(s) be granted access to update applications.

II. SPECIFIC CHANGES

Section 905.05 is updated to add instructions for deletion of a case or application and how to reset an application to pending. Instructions to send a correction form to the state office have been removed.

III. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY ASSISTANCE MANUAL

| <u>REMOVE</u> | | | <u>INSERT</u> | | |
|----------------|--|--------------|----------------|--|--------------|
| <u>Section</u> | | <u>Pages</u> | <u>Section</u> | | <u>Pages</u> |
| 905 | | 1-2, 19-20 | 905 | | 1-2, 19-20 |

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

Sincerely,



Hank Bowers, Chief
Performance Reporting and Automation Section

HB/hk/jm
Attachment
[EPs905](#)