

## CHANGE NOTICE FOR MANUAL

DATE: **June 29, 2004**

MANUAL: Energy

CHANGE NO: 3-2004

TO: County Directors of Social Services

**EFFECTIVE July 1, 2004**, make the following changes to the Energy Manual.

### I. GENERAL

The purpose of this change notice is to provide instructions for enhanced name search functions available in the Crisis Intervention Program (CIP) Automated System. These instructions are available on-line via the internet website [www.dhhs.state.nc.us/dss](http://www.dhhs.state.nc.us/dss) and are located in the Economic Services directory.

### II. SPECIFIC CHANGES

Section 905.03 is revised to detail new name search procedures, new screens created to accommodate a more thorough name search, and a new edit to help prevent duplicate social security number entry.

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

<u>Section</u>	<u>REMOVE</u>	<u>Pages</u>	<u>Section</u>	<u>INSERT</u>	<u>Pages</u>
EP-905		All	EP-905		1-18

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

Sincerely,

Hank Bowers, Chief  
Program Reporting/Automation

HB/HK/bh  
Attachment

[EP-905](#)