

CHANGE NOTICE FOR MANUAL

MANUAL: Energy Assistance Manual

CHANGE NO.: 6-2005 **DATE:** November 18, 2005

TO: County Directors of Social Services

EFFECTIVE: December 1, 2005, make the following change to the Energy Manual.

I. BACKGROUND

The purpose of this change notice is to revise Section 900 of the Energy Manual to include instructions for instances when a Crisis Intervention Program (CIP) overpayment occurs. There are currently no instructions for how to handle payments received for an overpayment that occurred in the current or prior fiscal year.

II. SPECIFIC CHANGES

Section 900.06, Overpayments

Adds instructions for handling and tracking CIP overpayments.

III. IMPLEMENTATION INSTRUCTIONS

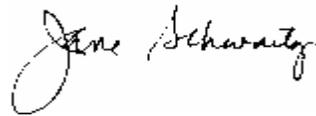
This change is effective December 1, 2005. Refer to this policy when there is a county responsible or client responsible CIP overpayment and/or vendor refund.

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
900		1-2, 9-10	900	1-2, 9-10

Sincerely,



Jane Schwartz, Chief
Economic Services Section

JS:jcs
Attachment
[EPs900](#)