

CHANGE NOTICE FOR MANUAL

DATE: April 24, 2008

MANUAL: Energy

CHANGE NO.: 1-2008

TO: County Directors of Social Services

EFFECTIVE: May 1, 2008, make the following changes to the Energy Manual.

I. BACKGROUND

The purpose of this change notice is to make revisions to Sections 200, 410, 440, 800, 810, 900, and 905 of the Energy Manual. This notice also revises all references to reflect the new name of North Carolina's Food Stamp Program to Food and Nutrition Services. This policy update obsoletes DSS Administrative Letter FAEP- 02- 2007.

II. SPECIFIC CHANGES

A. Section 200, Low Income Energy Assistance Business Plan

1. Revises Figure 200-2 in Section 200.04, Business Plan.
2. Adds Note to clarify that Business Plans will differ between counties in Section 200.04, Business Plan.
3. Revises Example in Section 200.05, Due Dates for Plan Submittal and Approval, to include new maximum allowed benefit amount guidelines.

B. Section 410, Income/Deductions

1. Adds Transitional Food and Nutrition Services to Note in Section 410.04A.1b, Determination of Gross Income (Applies to Walk-in Households Only).
2. Updates new Food and Nutrition Services benefit amounts in Section 410.06, Treatment of Income from Farm, Self-Employment, or Rentals.

C. Section 440, Address Changes and County Reassignments

1. Clarifies a new payee can be assigned if the original payee is currently institutionalized or incarcerated in Section 440.00E.7, County Transfers.
2. Clarifies who is eligible to receive a check if a household contains two individuals screened as automatically eligible for LIEAP assistance in Section 440.00E.8, County Transfer.

D. Section 800, Benefit Level Determination, Payment Calculation (To Be Used In Appeals and Overpayments)

Revises Figure 800-1 in Section 800.04, Method of Payment, to include 2008 LIEAP benefit amounts.

E. Section 810, Overpayments

Removes reference to the LIEAP automated system in Section 810.01, Overpayments.

F. Section 900, Crisis Intervention Program

1. Adds client has responsibility to provide verification of his social security number to Section 900.03D.2, Application Process.
2. Adds counties must include eligibility criteria in their Low Income Energy Assistance Business Plan to Section 900.03G, Application Process.
3. Adds Note extending the authorization time frame for CIP assistance to Section 900.03I.2, Application Process.
4. Revises Section 900.04, Benefit Levels and Methods of Overpayments, to include the new maximum allowed benefit amount guidelines.
5. Removes policy referencing emergency contingency funds from Section 900.04A.3, Benefit Levels and Methods of Overpayments.
6. Adds Note to clarify counties determine the use of CIP funds to Section 900.04B.7, Benefit Levels and Methods of Overpayments.

G. Section 905, Crisis Intervention Program (CIP) System Instructions

1. Adds instructions for entering the social security numbers of household members to Section 905.03F.1, Navigation Through the CIP System.
2. Adds requested amount cannot exceed \$1,000 to Section 905.03H.1.c, Navigation Through the CIP System.

III. IMPLEMENTATION INSTRUCTIONS

The changes made to policy in the Energy manual are effective May 1, 2008. Use this policy to process LIEAP and CIP applications for the fiscal year July 1, 2007 thru June 30, 2008.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

	REMOVE			INSERT	
SECTION		PAGES		SECTION	PAGES
200		1-2, 5-10		200	1-2, 5-10
Figure 200-2		1-4		Figure 200-2	1-4
410		1-2, 5-8		410	1-2, 5-8
440		1-3		440	1-3
Figure 800-1		1		Figure 800-1	1
810		1-3		810	1-2
900		1-9		900	1-9
905		1-8, 13-14, 21-22		905	1-8, 13-14, 21-22

Please contact your Food and Nutrition Services & Energy Programs Representative if you have any questions.

Sincerely,



Dean Simpson, Chief
Economic Services Section