

CHANGE NOTICE FOR MANUAL

DATE: September 12, 2008

MANUAL: Energy

CHANGE NO.: 2-2008

TO: County Directors of Social Services

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

I. BACKGROUND

The purpose of this change notice is to make revisions to Sections 100, 300, 410, 500, 800 and 900 of the Energy Manual.

II. SPECIFIC CHANGES

A. Section 100, Time Table

Updates LIEAP Timeline for fiscal year 08-09.

B. Section 300, Part Two- Intake

Includes DMA in the title in Section 301.02, Application Log.

Updates Figure 300-2, LIEAP Screenout Notice.

C. Section 410, Income/Deductions

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

Updates chart in Section 410.06 B, Treatment of Income from Farm, Self-Employment, or Rentals, to include the new benefit levels.

Revises instructions for Dependent Care Deductions for Food and Nutrition Services, Work First, and Medicaid in Section 410.09 C1, Deductions.

Removes the Day Care Deduction cap from Section 410.09 C2, Deductions.

Removes the Day Care Deduction cap from Section 410.10 B 3 & 4, Households With An Ineligible Alien.

D. Section 500, Payment Procedures

Updates the title in 500.11 to include Expired or Mutilated checks.

Adds instructions for handling expired or mutilated checks in Section 500.11 B, Expired or Mutilated Checks.

Removes second note in Section 500.10 B, Unclaimed Checks.

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

Updates Section 800.02, Benefit Determination Factors, to include new income ranges for LIEAP.

F. Section 900, Crisis Intervention Program

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

III. IMPLEMENTATION INSTRUCTIONS

The changes made to policy in the Energy manual are effective October 1, 2008. Use this policy to process LIEAP and CIP applications for the fiscal year July 1, 2008 thru June 30, 2009.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

	REMOVE			INSERT	
SECTION		PAGES		SECTION	PAGES
100		1		100	1
300 Part II		1-2		300 Part II	1-2
Figure 300-2		1		Figure 300-2	1
410		1-2, 7-12		410	1-2, 7-12
500		1-2, 7-11		500	1-2, 7-11
800		1-2		800	1-2
900		1-4		900	1-4

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

Sincerely



Dean Simpson, Chief
Economic Services Section

DS:ej