**CHANGE NOTICE FOR MANUAL**

**DATE:  November 10, 2008**

**MANUAL:**          Low Income Energy Assistance Program Manual

**CHANGE NO.:**      **3-2008**

**TO:**             County Directors of Social Services

**EFFECTIVE:**       **December 1, 2008,** make the following changes to the LIEAP Manual

**I.**       **GENERAL**

This change notice transmits revisions to the LIEAP Manual.  These changes are outlined below.

**II.**      **SPECIFIC CHANGES**

**EP 905 Crisis Intervention Program (CIP) System Instructions**

1.      Section 905.03.H.1.n. Navigation Through the CIP System is revised to add the multiple funding types that are available for crisis applications.  A funding type is required for applications marked 'Crisis' and is not allowed for applications marked 'Disaster'.

2.      Section 905.03.I.1.o. How to Enter a Member of the Household From the View Household is being revised to include the removal of the Child Care Paid cap of $175 or $200.  If an amount exceeds $999, a warning message displays, 'You entered more than $999 for child care expenses'.  Click the ok button to continue or click cancel to change.

**III.**     **INSTRUCTIONS FOR MAINTENANCE OF THE LIEAP USER'S MANUAL**

**To maintain your current hard copy of the LIEAP User's Manual:**

1.      Go to the DSS On-Line Manuals Change Notice website at

http://info.dhhs.state.nc.us/olm/manuals/dss/ei-40/chg/

2.      Click on Change No. 3-2008

3.      Click on the "CN 3-2008" and attachment links at the bottom of the page to print the Change Notice and the attached documents.

4.      Open the files using Adobe Acrobat Reader and print the pages.  Insert or replace the appropriate pages in your current hard copy as indicated below.

Note:  Adobe Acrobat Reader may be downloaded for free at http://www.adobe.com/

To update your current hardcopy of the manual:

| REMOVE | | INSERT | |
|---|---|---|---|
| | | | |
| **SECTION** | **PAGES** | **SECTION** | **PAGES** |
| **905** | **1-2, 7-18** | **905** | **1-2, 7-18** |

If you have any questions, please contact the DSS Automation Staff at (919) 733-8938.

Sincerely,

Hank Bowers

Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

HB:re
Attachments
EP_CN3-2008
EPs905