

## CHANGE NOTICE FOR MANUAL

DATE: August 3, 2009

**MANUAL:** Low Income Energy Assistance Program Manual  
**CHANGE NO.:** 1-2009  
**TO:** County Directors of Social Services  
**EFFECTIVE:** September 1, 2009, 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 430 Data Entry Instructions

Section 430.04. D. General Instructions for Completing DSS-8114 – Field 17 Child Care/Child Support is being revised to allow entry of a 4 digit numeric dollar amount.

### 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. 1-2009
3. Click on the "CN 1-2009" 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 hard copy of the manual:

<b>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
<b>430</b>	<b>1-2, 9-10</b>	<b>430</b>	<b>1-2, 9-10</b>

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

Sincerely,



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

HB:wc  
Attachments  
[EP\\_CN1-2009](#)  
[EPs430](#)