

CHANGE NOTICE FOR MANUAL

DATE: August 17, 2010

MANUAL: Energy Manual

CHANGE NO.: 2-2010

TO: County Directors of Social Services

SUBJECT: Updates, Clarifications and Corrections

EFFECTIVE DATE: September 1, 2010

I. BACKGROUND

The purpose of this change notice is to make updates, clarifications, and corrections to 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 throughout the sections.

II. SPECIFIC CHANGES

A. Section 100 (the Time Table will have a new number), Low Income Energy Assistance Program

Removes the Time Table from 100, and replaces it with an explanation of the LIEAP program.

B. Section 105 (new number), Time Table

Time table updated.

C. Section 110, Definitions.

Adds a definition for Homeless and Homesite.

D. Section 115, Disclosure of Information (New Section)

Adds disclosure information for Energy.

E. Section 200, Low Income Energy Assistance Business Plan

Changes heading name.

Changes section number from 100 to 105 throughout the section.

Removes instructions for county level monitoring from Section 200.10 A

Adds clarification on review guide completion.

F. Section 300 Part Two, Intake

Changes EP-100 to 105 throughout the section.

Rearranges the title of Section 440 throughout the section.

G. Section 310, Household Composition

Adds a reference for address changes.

H. Section 400, Vulnerability

Adds Portable Shelter and Homeless Shelter to the chart on Figure 400-1 in Section 400.01

I. Section 410, Income/Deductions

Removes FNS Repts from Section 410.02

Removes all original information from 410.10 A

Adds a reference for qualified and non-qualified aliens to Section 410.10 A. 1.

Adds qualified and non-qualified aliens to Section 410.10 2. a & b

J. Section 430, Data Entry Instructions

Adds NCXPTR location throughout the section.

Removes reference to mailing from Section 430.07 K.

Removes reference to the DSS-8123 as a paper form.

Clarifies numbers 1, 7, and 8 of Section 430.08 B.

K. Section 440, County Transfers

Rearranged main title of Section 440.

Created Section 440.01 with new title.

Created Section 440.02 with new title and added information on address changes.

L. Section 500, Payment Procedures

Changes report name in Section 500.05 C.

Clarifies information about the DSS-8123 in first paragraph of Section 500.07, 500.08 A, 3 & 7, and 500.09 4 & 5.

Updates the year in 500.06 B.

Removes information on signing the DSS-8123 from Section 500.07 B.

Added information on returned checks to Section 500.08 B.

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

Updates income ranges in Section 800.02 A

Updates benefit levels on Figure 800-1 in Section 800.04

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

Revises SSN entry in Section 905.03 F 1.d

Removes Section 905.08, Contact Us

O. Section 910, Contracting

Added "agreement" to the second paragraph.

P. Section 920, Progress Energy Company's Energy Neighbor

Changes the date in Section 920.06 G.

Changes the title from all caps in Figure 920-1.

Q. Section 921, Piedmont Natural Gas (PNG) Company's Share the Warmth

Removes the date from Figure 921-1 in Section 921.01.

R. Section 935, Helping Each Member Cope Program

Changes the maximum allotment amount throughout the section.

III. IMPLEMENTATION INSTRUCTIONS

The changes made to policy in the Energy manual are effective September 1, 2010.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

Remove			Insert	
Section	Pages		Section	Pages
100	All		100	1
			105	1
110	All		110	1 - 3
			115	1 - 2
200	1 - 10		200	1 - 9
300P2	1 - 9		300P2	1 - 8
310	All		310	1
Figure 400-1			Figure 400-1	
410	1 - 13		410	1 - 13
430	All		430	1 - 28
440	All		440	1 - 3
500	All		500	1 - 10
Figure 800-1			Figure 800-1	
905	All		905	1 - 22
910	All		910	1 - 3
920	All		920	1 - 8
			Figure 920-1	
Figure 921-1			Figure 921-1	
935	1 - 8		935	1 - 7

If you have any questions regarding this information, please contact your FNS State Support Team directly via email. If the FNS State Support Team is unavailable, the Economic and Family Services Help Desk can be contacted at 919-334-1100 or by email at DSS.EFSHD@dhhs.nc.gov.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS:ej
Attachments

[EPs100](#)
[EPs105](#)

[EPs110](#)
[EPs115](#)
[EPs200](#)
[EPs300P2](#)
[EPs310](#)
[EPs400f1](#)
[EPs410](#)
[EPs430](#)
[EPs440](#)
[EPs500](#)
[EPs800f1](#)
[EPs905](#)
[EPs910](#)
[EPs920](#)
[EPs920f1](#)
[EPs921f1](#)
[EPs935](#)