

CHANGE NOTICE FOR MANUAL

DATE: April 1, 2018
MANUAL: Energy Program Manual
TO: County Directors of Social Services
CHANGE NO: 1-2018
SUBJECT: Policy Updates
EFFECTIVE: April 1, 2018

I. BACKGROUND

The purpose of this policy change notice is to clarify policy as a result of the November 2017 Energy Training.

II. SPECIFIC CHANGES

A. Section 300

1. Updated information concerning the priority group that is potentially eligible to apply for benefits in section 300.02, A.
2. Clarification of applicant's and worker's signature needed for applications in section 300.02, B.
3. Updated that the DMA 5093 form is not a requirement in section 300.03.
4. Note added clarifying what constitutes a completed application in section 300.04, A.

B. Section 400

1. Clarification of applicant's and worker's signature needed for applications in section 400.03, A-5
2. The use of funds information was updated to reflect that water, sewage, trash cannot be paid in section 400.04, & note added.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with all applications taken and processed on March 1, 2018. If you have any questions regarding this information, submit to dss.energy.pi.questions@dhhs.nc.gov

Sincerely,

A handwritten signature in blue ink that reads "David Locklear". The signature is fluid and cursive, with the first name "David" being more prominent than the last name "Locklear".

David Locklear, Deputy Director
Economic and Family Services
Division of Social Services

DL/ac

Attachments (2)

[EP 300](#)

[EP 400](#)

EP-CN1-2018