

CHANGE NOTICE FOR MANUAL

DATE: June 30, 2023
MANUAL: Energy Programs Manual
TO: County Directors of Social Services
CHANGE NO: 02-2023
SUBJECT: Policy Updates
EFFECTIVE: July 1, 2023

I. BACKGROUND

The purpose of this change notice is to update sections 300 and 400 of the Energy Programs Manual.

II. SPECIFIC CHANGES

Section 300.02- Removes the use of the DHB 5001N, Notice of the Use of Social Security Numbers and replaces it with the use of the NC FAST-20009 North Carolina Rights and Responsibilities for Public Assistance.

Section 300.03- Removes the requirement to use the DMA 5093, Daily Reception Log to allow the use NC FAST.

Section 300.04- Removes the requirement to complete the DSS-8116 I. Removes the requirement to use the DSS-8117 and replaces it with the NC FAST-20009. Removes verbiage that prevents the primary fuel types from being changed if the heating source changes.

Section 300.09- Includes changes to the Federal Poverty Level for households containing special populations 60 years of age and older and receiving DAAS to 150%. Clarifies income verification requirements, allowable verification sources, requirement for documentation of income verification, and clarifies base periods.

Section 300.10- Corrects policy reference for terminated income to 300.10.

Section 300.11- Removes reference to FFY2022 changes to resources requirements.

Section 300.12- Removes reference to FFY2022 Federal Poverty Level changes.

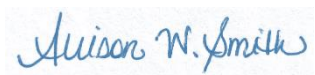
Section 400.03- updated the North Carolina Rights and Responsibilities for Public Assistance form number: NC FAST-20009, added applications must be keyed in NC FAST and to document the telephonic signature in NC FAST. Removed Work Number as an income verification source. Added clarification on CIP base periods and budgeting guidance. Updated households with an ineligible alien policy and crisis determination section.

Section 400.04- Updated the benefit levels section and added clarification on the criteria for when benefit levels can or will be increased. Taxes were added to the utility payment expense section.

III. IMPLEMENTATION INSTRUCTIONS

This new policy will be effective July 1, 2023. Submit any questions regarding this policy to DSS.Policy.Questions@dhhs.nc.gov

Sincerely,

A handwritten signature in blue ink that reads "Allison W. Smith". The signature is written in a cursive style and is placed on a light blue rectangular background.

Allison W. Smith,
Deputy Director, Economic and Family Services
AWS/js

Attachments (2):
EP-.300 & 400