

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC INDEPENDENCE 14-02  
(Energy)**

**TO:** County Directors of Social Services

**ATTENTION:** Energy Program Supervisors

**SUBJECT:** **Policy Clarification for the Low Income Energy Assistance Program (LIEAP) for FY 2003**

**DATE:** November 1, 2002

The purpose of this letter is to provide policy clarifications regarding the requirements for completing the application log for walk-in LIEAP households.

**I. SINGLE INTAKE FOR FINANCIAL AND MEDICAL ASSISTANCE PROGRAMS**

When an county is organized so that there is one reception area that serves the entire agency, the receptionist is required to use the DMA-5093, Daily Reception Log for Medical and Financial Assistance. This new form replaces the DSS-1322, Application Log, and serves the entire agency as the inquiry log for financial (which includes LIEAP and CIP) or medical assistance.

**II. SEPARATE INTAKE FOR LIEAP AND CIP APPLICATIONS**

When a county is organized so that there is a separate intake area for LIEAP and CIP, separate from the Work First Family Assistance (WFFA) and Medicaid reception area, counties still must use the DMA-5093. Under the result column, counties must indicate whether or not an individual was referred to WFFA or Medicaid. If an individual does not wish to see a caseworker for WFFA or Medicaid that day, document this decision in the "Outcome of Visit" block. Applicants should be informed of other available services, such as Life-Line or Link-Up Programs, which can be provided in the form of pamphlets.

**III. SEPARATE INTAKE FOR FOOD STAMPS AND/OR SERVICES**

If there is a separate reception area for Food Stamps and/or Services, the DMA-5093 does not need to be used.

**IV. IMPLEMENTATION**

Apply the above policy to all LIEAP applications taken on or after November 4, 2002. This information will be included in the next revision of the Energy Programs Manual.

If you have questions, please call the Alice Smith at (919) 733-7831.

Sincerely,

Wilbert R. Morris, Chief  
Economic Independence Section

WRM/AS/bh