

**DSS ADMINISTRATIVE LETTER ECONOMIC SERVICES NO. 3-2006, 2006 LIEAP
Supplemental Benefit (June 13, 2006)**

(Low Income Energy Assistance Program)

TO: County Directors of Social Services
ATTENTION: LIEAP and CIP Supervisors
SUBJECT: 2006 LIEAP Supplemental Benefit
EFFECTIVE DATE: Upon Receipt

I. GENERAL INFORMATION

In March 2006, Congress approved additional Low Income Home Energy Assistance Program funds for the 2006 Federal Fiscal Year. North Carolina's share of the allocation is \$32,061,625. Receipt of the additional funds will provide the opportunity to provide additional assistance to low income households through the Low Income Energy Assistance Program (LIEAP), Crisis Intervention Program (CIP), and weatherization activities. This money must be obligated by September 30, 2006.

The State-County Relations Committee of the County Director's Association recommended that a supplemental LIEAP be issued as part of the plan to direct additional energy assistance to low income citizens. An additional LIEAP check in the same amount as the benefit issued in February 2006 is planned for mid-July when outside temperatures are climbing in North Carolina. The purpose of this letter is to provide instructions regarding the issuance of supplemental checks.

II. POLICY PROCEDURES

Supplemental checks will be mailed to all households who were approved to receive a LIEAP check in February 2006. Checks will be mailed on Friday, July 21, 2006. The LIEAP automated system data will be used to authorize July benefits in the same amounts as the February checks.

- A. A notice about the supplemental check was included on the June Medicaid checks to notify households. The text read:
- “North Carolina received additional energy assistance funds. If you received a Low Income Energy Assistance Program (LIEAP) check in February 2006, you will get another check for the same amount in July. Only households that got a LIEAP check in February are eligible for this check. Checks will be mailed on July 7, 2006.
- B. Due to delays in getting funds authorized and checks printed, the check mailing date has been changed to Friday, July 21, 2006. A message will be included on the July Medicaid cards to read:

“If you received a Low Income Energy Assistance Program (LIEAP) check in February 2006, you will get another check for the same amount in July. Only households that got a LIEAP check in February are eligible for this check. Due to technical problems, check mailing will be delayed for two weeks. All checks will be mailed on July 21, 2006.”

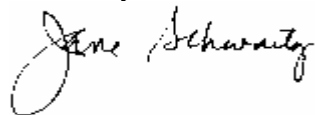
- C. A press release will be published approximately one week before supplemental checks are mailed.
- D. The address file from the Food Stamp Information System (FSIS) for active cases only will be used to update addresses in the LIEAP system on the night of June 22, 2006.
- E. The Energy System will be open for additional address changes and updates between June 23, 2006, and close of business on June 30, 2006. The Energy system will be closed for data entry at 5:30 p.m. on June 30, 2006. There will be no pull-check period for the supplemental checks.
 - 1. If you are aware that members in an approved case have moved out of state, close the case in the LIEAP System.
 - 2. If you are aware that an approved household is currently institutionalized or in prison, close the case in the LIEAP System.
- F. Replacement checks may be requested through November 30, 2006, for undelivered, lost, or stolen checks using the instructions in Section 500.10 in the Energy Manual.
- G. Return unclaimed checks by September 30, 2006, using the instructions in Section 500.09 in the Energy Manual.

III. IMPLEMENTATION INSTRUCTIONS

The LIEAP system will be open for changes on June 26 and will remain available for updates through June 30, 2006. The system will reopen on July 21, 2006.

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,



Jane Schwartz, Chief
Economic Services Section