

DSS ADMINISTRATIVE LETTER ECONOMIC AND FAMILY SERVICES NO. 1-2016
Low Income Energy Assistance Program (LIEAP) and Crisis Intervention Program (CIP)
Eastern Band of Cherokee Indians (EBCI) LIEAP and CIP Administration

(February 3, 2016)

TO: County Directors of Social Services (**Cherokee, Graham, Haywood, Jackson and Swain Counties**)

ATTENTION: LIEAP and CIP Managers and Supervisors

DATE: February 3, 2016

SUBJECT: EBCI Administration of LIEAP and CIP

EFFECTIVE DATE: February 8, 2016

I. GENERAL INFORMATION

On December 4, 2015, the Office of Community Services (OCS), Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services, approved the Low Income Home Energy Assistance Program Plan of the EBCI with an effective date of October 1, 2015.

The EBCI will assume all responsibilities for the administration of LIEAP and CIP on Monday, February 8, 2016, for households that include an enrolled member of the EBCI living in the five county service area of Cherokee, Graham, Haywood, Jackson and Swain Counties. This includes enrolled EBCI members both on and off the Qualla Boundary in the five counties.

II. POLICY PROCEDURES

1. Screen households to determine if they contain an enrolled member of the EBCI in the five county service area. Refer any household that contains an enrolled member to the EBCI Family Support Services (FSS) Program to make an application.

EBCI Family Support Services Program
Barbara Jones, Program Manager
134 Boys Club Loop
Cherokee, NC 28719
828-359-6092
barbjone@nc-chokeee.com or charlitt@nc-chokeee.com

2. Upon verification of eligibility for Tribal LIEAP or CIP, the tribal FSS worker will contact the county department of social services of the households' residence to assure the prevention of duplicated benefits. In an effort to demonstrate full

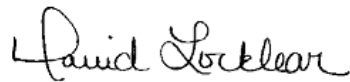
cooperation, prevent duplication of services and ensure full compliance with federal law, it is necessary that county staff develop written procedures to respond promptly to inquiries from the EBCI.

III. IMPLEMENTATION INSTRUCTIONS

This change in policy is effective with all new applications beginning February 8, 2016. Process any LIEAP or CIP applications pending as of February 8, 2016, containing an enrolled EBCI member following State LIEAP and CIP policy.

If you have any questions, contact Tiffany Robinson at tiffany.robinson@dhhs.nc.gov or 919-527-6309.

Sincerely,

A handwritten signature in cursive script that reads "David Locklear".

David Locklear, Chief
Economic and Family Services Section