
ENERGY PROGRAMS
EP-150 HOUSEHOLD COMPOSITION

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CHANGE #1-2023.

June 2, 2023

150. 01 WHO MUST BE INCLUDED IN THE APPLICATION?

Include in the application everyone who lives at the same residence unless it is known to be a boarding house or contain separate apartments. If it is a known boarding house or separate apartment with a separate heat source, there must be a written or lease agreement.

Special Note: Do not include an ineligible alien in the number in the household but do count his reserve and prorate his income into the budget.

Households have the option to include or exclude foster children in the Low Income Energy Assistance Program case. If the child is included, count income of the child and foster care payment. If the child is not included, exclude all income of the child including the foster care payment.

See: Section EP-175 United States Citizenship

150.02 Change in Household Composition

CIP and LIEAP benefits follow head of household.

Example 1: Husband applies as head of household and is approved for CIP and LIEAP on January 14th for himself, wife and two children. Husband moves and establishes new residence but leaves electric bill at previous residence with wife in his name. Wife comes in on March 27th to apply for CIP and LIEAP. Even though the bill is still in the husband's name, since husband was head of household on previous application and no longer lives at this address, wife is eligibility for benefits as a new household without the husband.

Example 2: Mother applies as head of household and is approved for CIP and LIEAP on February 3rd for herself and her 22-year-old daughter. February 27th daughter moves into her own apartment and comes to apply for assistance with getting her lights turned on. Since daughter has moved out and is now her own head of household, she is eligible for the full CIP assistance amount.

Example 3: Girlfriend applies as head of household and is approved for \$257.00 in CIP benefits on July 23rd for herself, her boyfriend, and his daughter. December 10th girlfriend moves out and establishes a new residence and applies for CIP assistance at new residence. She is only eligible to receive assistance at the new address in the amount of \$343.00, which is the remainder of her \$600.00 CIP amount for the current FY.