

## CHANGE NOTICE FOR MANUAL

DATE: August 28, 2006

**MANUAL:** Low Income Energy Assistance Program (LIEAP) Manual  
**CHANGE NO.:** 1-2006  
**TO:** County Directors of Social Services  
**EFFECTIVE:** September 1, 2006, make the following changes to the LIEAP Manual

### I. GENERAL

This change notice transmits revisions to the LIEAP Manual. These changes are outlined below.

### II. SPECIFIC CHANGES

#### A. EP 410 Income/Deductions

Section 410.01 is revised to update the maximum countable income amount for households receiving Energy Assistance.

#### B. EP 430 Data Entry Instructions

1. Section 430.04 D. is revised to:
  - a. Indicate the Sex, Race, Ethnicity codes and Language Preference are required for each individual listed on the initial DSS-8114 or for individual updates on the DSS-8114.
  - b. Delete Field 40 (WFFA/MA/FS/SDX, CASE RECORD #) and Field 41 (ARE ALL HOUSEHOLD MEMBERS U.S. CITIZENS?). These fields are no longer valid.
2. Section 430.05 is revised to indicate the Sex, Race, Ethnicity codes and Language Preference are required for each individual listed on the initial DSS-8114 or for individual updates on the DSS-8114.

#### C. EP 500 Payment Procedures

Section 500.09 is revised to add instructions on how to re-issue checks when a payee's name is changed.

#### D. EP 905.00 Crisis Intervention Program (CIP) System Instructions

1. Section 905.03 is revised to display the different formats for entering the date of birth (DOB).

2. Section 905.05 is revised to include instructions on how Vendor/Client Based Corrections and applications can be updated by the responsible county only. This section is also updated to include a new section entitled, Corrections for Duplicate Cases.

### III. INSTRUCTIONS FOR MAINTENANCE OF THE LIEAP MANUAL

#### To maintain your current hard copy of the LIEAP Manual:

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-40/chg/>
2. Click on Change No. 1-2006
3. Click on the "**CN 1-2006**" and attachment links **at the bottom** of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

<b>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
410	1-2	410	1-2
430	1-6, 13-18	430	1-6, 13-18
500	1-2, 7-10	500	1-2, 7-11
905	1-4, 15-20	905	1-4, 15-21

If you have any questions, please contact the DSS Automation Staff at (919) 733-8938.

Sincerely,



Hank Bowers, Chief  
Performance Management/Reporting & Evaluation  
Management Section

HB/wc:re  
Attachments

[EP\\_CN1-2006](#)  
[EPs410](#)  
[EPs430](#)  
[EPs500](#)  
[EPs905](#)