

CHANGE NOTICE FOR MANUAL

DATE: October 27, 2011
MANUAL: Energy Programs Manual
TO: County Directors of Social Services
CHANGE NO.: 1-2011
SUBJECT: Policy Changes

EFFECTIVE DATE: December 1, 2011

I. BACKGROUND

The purpose of this change notice is to make LIEAP and CIP policy changes and clarifications to the Energy Programs manual. Numbering and lettering has been changed in numerous sections. Form DSS-8114 has become obsolete and Form DSS-8178 has been revised to the new Energy Programs Application.

II. SPECIFIC CHANGES

A. Section 100, Energy Programs

Section title changed and brief overview of each energy program listed

B. Section 105, Time Table

Removes section and obsoletes the Time Table

C. Section 110, Definitions

Updates made throughout the section

D. Section 120, Contracting and Vendor Agreements

Contracting moved from Section 910 to Section 120 and section title changed

E. Section 125, Retention

Retention moved from Section 820 to Section 125 and revises Section 125.01 and 02

F. Section 135, Appeals and Hearing Process

Appeals moved from Section 700 and section title changed

Clarifies information at Section 135.01

Clarifies information at Section 135.02 A, 1, 3, 4, and 5

Clarifies information at 135.02 B

Revises information at Section 135.02 C 1

Removes existing information at Section 135.02 C 2 & 3 and adds new information

Adds and removes information at Section 135.02 D 1, 2 and 3; E and F 1 and 2 b

Removes information at 135.02 G and revises information at H and I

Revised information at 135.03 and 04

G. Section 140, Overpayments and Fraud

Overpayments moved from Section 810 to Section 140 and title changed

Revises information at 140.01 A, C 2 a and e, and 3

Revises information at Section 140.01 E and F

H. Section 150, Household Composition

Household Composition moves from Section 310 to Section 150 and removes references to other sections

I. Section 175, United States Citizenship

US Citizenship moves from Section 320 to Section 175

Clarifies address at Section 175.03 C

Clarifies name if Immigration Services throughout the section

Changes program name throughout chart at Section 175.05

Updated figures 320-8 to 175-1; 320-9 to 175-2 and 320-10 to 175-3

J. Section 200, Energy Programs Outreach Plan

Section title changed throughout

Adds new timeframe in the note

Revises target group at Section 200.02 A 1, renumbered and Note added

Removes information from Section 200.02 D 3

Removes 200.02 E

Adds information at Section 200.03 A

Removes first paragraph at Section 200.03 B 1

Adds clarification to paragraph in Section 200.04

Adds "Process" to Section 200.04 B 1 and removes 3

Removes 200.04 C

Clarifies information in first paragraph at Section 200.05 and revises second paragraph.

Removes the Example at Section 200.05

Revises information at Section 200.08 A 2 and 5 and removes 3 and 4

Clarifies information at Section 200.10 A

K. Section 300 Part One, Screening for Food Stamp Households

Removes and obsoletes entire section

L. Section 300, Low Income Energy Assistance Program

Changed section title and renumbered sections

Revises LIEAP information and adds a chart at Section 300.01

Adds new information, examples and clarifies target group at Section 300.02 A

Clarifies information at Section 300.02 B

Adds new information at Sections 300.02 C

Adds new Information at Section 300.02 D

Clarifies information at Section 300.02 E

Adds new information at Section 300.02 F

Revises information at Section 300.03

Removes Actions to Take When an Applicant Comes into the Agency to Apply (former Section 300.08)

Re-numbers information in 300.04 A, Application Procedures and removes A. 1, 2 and Note in former Section 300.09

Removes non-recipient at a. and all of d. of Section 300.04 B 1 and information removed from Section 300.04 B 2

Removes Section 300.04 B 3

Clarifies information at Section 300.04 C

Renumbers and clarifies information at 1, 2 and 3 and removes 4 at Section 300.04 D

Revises information at Section 300.04 E, 3 and 4.

Removes all of F at Section 300.04

Removes former Section 300.10, Changes During Application Process

Removes Note and adds clarification to Section 300.05 A

Adds clarification to Section 300.05 B 2, and the Note under 3

Revises title at 300.06

Clarifies information at Section 300.06 A 1 and A 2 b (1)

Adds clarification to Section 300.06 B 2 a and b and removes C and D

Section 300.06 E becomes 300.06 C

Added Section 300.07, Eligibility Criteria

Moves Vulnerability from Section 400 to new Section 300.08 and revises all information

Moves Income/Deductions from Section 410 to new Section 300.09, Income

Updates income chart in Section 300.09

Changes title in Section 300.09 II and updated contact information

Revises and adds information in Section 300.09 IV, V and VI

Moves Households With An Ineligible Alien from Section 410.10 to new Section 300.10

Moves Verification and Documentation from Section 410.08 to new Section 300.11, Income Verification and Documentation and adds information to 300.11 2

Moves Deductions from Section 410.09 to new Section 300.12

Revises and adds information to Section 300.12 C, 1 and 2 and D, 1 and 4

Moves Resources from Section 420 to new Section 300.13, adds new information and revises the resource chart

Moves Benefit Level Determination, Payment Calculation (To Be Used in Appeals and Overpayments) from Section 800 to new Section 300.14, Benefit Determination and Method of Payment and adds information

M. Section 310, Household Composition

Moved to Section 150

N. Section 320, United States Citizenship

Moved to Section 175

O. Section 400, Vulnerability

Moved to Section 300.08

P. Section 410, Income/Deductions

Moved Income to Section 300.09 and Deductions to Section 300.12

Q. Section 420, Resources

Moved Resources to Section 300.13

R. Section 440, County Reassignments and Address changes

Obsoletes this section

S. Section 500, Payment Procedures

Obsoletes this section

T. Section 600, Notification of Eligibility

Obsoletes this section

U. Section 700, Appeals

Moved to Section 135

V. Section 800, Benefit Level Determination, Payment Calculation (To be used in Appeals and Overpayments)

Moved to Section 300.14

W. Section 810, Overpayments

Moved to Section 140

X. Section 820, Retention

Moved to Section 125

Y. Section 900, Crisis Intervention Program

Changes to Section 400

Adds a chart to Section 400.01

Removes and revises Section 400.01

Revises information at Section 400.03

Adds clarification at Section 400.03 A 2; a & b and adds procedure for telephone interview

Updates poverty levels at Section 400.03 F

Adds information at Section 400.03 G

Adds clarification to Section 400.03 I, 1 and 2

Revises Section 400.04 A, 2 and 5. Removes Note under 3

Adds existing payment type at Section 400.04 B 4

Revises information at Section 400.04 C, 2 and 5 and adds a Note under 1

Removes Note under 400.04 C 7

Section 900.06, Overpayments moved to Section 140

Z. Section 910, Contracting

Moved to Section 120

AA. Section 920, Progress Energy Company's Energy Neighbor

Changes to Section 500

Adds a chart at 500.01 A and removes existing reference to sections

Revises information at Section 500.01 B and the Note

Updates use of data entry system for notices throughout the section

BB. Section 921, Piedmont Natural Gas (PNG) Company's Share the Warmth

Changes to Section 520

Adds a chart at 520.01 A and removes existing reference to sections

Updates use of data entry system for notices throughout the section

CC. Section 925, Wake Electric Round-Up Program

Changes to Section 540

Adds a chart at 540.01 A

Updates use of data entry system for notices throughout the section

DD. Section 930, Weatherization (WX) and Heating Appliance Repair and Replacement Program (HARRP)

Changes to Section 580 and revises title

EE. Section 935, Helping Each Member Cope

Changes to Section 560

Changes title to Haywood Electric Company's Helping Each Member Cope

Adds a chart at 560.01 A and removes existing reference to sections

Updates use of data entry system for notices throughout the section

III. IMPLEMENTATION INSTRUCTIONS

The changes made to policy in the Energy Programs manual are effective December 1, 2011.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY MANUAL

<u>Remove</u>			<u>Insert</u>	
<u>Section</u>	<u>Pages</u>		<u>Section</u>	<u>Pages</u>
100	ALL		100	1
105	ALL		N/A	
110	ALL		110	1 - 2
910	ALL		120	1 - 3
820	ALL		125	1
700	ALL		135	1 - 2
810	ALL		140	1 - 2
310	ALL		150	1
320	ALL		175	1 - 8
			Figure 175-1	1
			Figure 175-2	1
			Figure 175-3	1
200	ALL		200	1 - 8
			Figure 200-1	1
300 Part One	ALL		N/A	
300 Part Two	ALL		300	1 - 18
400	ALL		N/A	
410	ALL		N/A	
420	ALL		N/A	
440	ALL		N/A	
500	ALL		N/A	
600	ALL		N/A	
800	ALL		N/A	
900	ALL		400	1 - 9
920	ALL		500	1 - 8
			Figure 500-1	1
921	ALL		520	1 - 7
			Figure 520-1	1
925	ALL		540	1 - 7
			Figure 540-1	1
930	ALL		580	1 - 5
935	ALL		560	1 - 7
			Figure 560-1	1

If you have any questions regarding this information, please contact your Food and Nutrition Services & Energy Programs Regional Support Team directly via email. If the Regional Support Team is unavailable, the Economic and Family Services Help Desk can be contacted at 919-334-1224 or by email at DSS.EFSHD@dhhs.nc.gov.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS:ej

Attachments

- [EPs100](#)
- [EPs110](#)
- [EPs120](#)
- [EPs125](#)
- [EPs135](#)
- [EPs140](#)
- [EPs150](#)
- [EPs175](#)
- [EPs175f1](#)
- [EPs175f2](#)
- [EPs175f3](#)
- [EPs200](#)
- [EPs200f1](#)
- [EPs300](#)
- [EPs400](#)
- [EPs500](#)
- [EPs500f1](#)
- [EPs520](#)
- [EPs520f1](#)
- [EPs540](#)
- [EPs540f1](#)
- [EPs560](#)
- [EPs560f1](#)
- [EPs580](#)