

CHANGE NOTICE FOR MANUAL

DATE: November 30, 2011

MANUAL: Energy Programs Manual

TO: County Directors of Social Services

CHANGE NO.: 2-2011

SUBJECT: Low Income Energy Assistance Program (LIEAP) System Instructions

EFFECTIVE DATE: December 1, 2011

I. BACKGROUND

The purpose of this change notice is to provide instructions for the Low Income Energy Assistance Program in the Energy Programs System. DSS **Administrative Letter No. Performance Management/Reporting and Evaluation Management 03-11, dated November 16, 2011, Instructions for the New Energy Program, is now obsolete.**

II. SPECIFIC CHANGES

EP-620 Low Income Energy Assistance Program (LIEAP) System Instructions

Low Income Energy Assistance Program (LIEAP) System Instructions is a new section and is being added to the Energy Programs Manual.

III. INSTRUCTIONS FOR MAINTENANCE OF THE ENERGY PROGRAMS MANUAL

To maintain your current hard copy of the Energy Programs 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. 2-2011
3. Click on the "CN 2-2011" 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 hard copy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
		620	1-28

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

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping underline.

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

HB:pl
Attachments
[EP_CN2-2011](#)
[EPs620](#)