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OFS-LIEAP-1		10/98	OFS-LIEAP-1		12/02
<b>DATE: DECEMBER 15, 2002 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS</b>					

The purpose of this manual revision is to clarify policy relating to BCSE cooperation for BCC recipients, to provide instructions for NEMT application procedures, and to update LIEAP policy and procedures.

## **BCC**

Section 16.7 has been changed to add a note that BCC recipients are not required to cooperate with BCSE. Non-cooperation, however, is not a reason to approve a woman for BCC when she is otherwise eligible for another mandatory coverage group.

Chapter 19 changes include new definitions in 19.1 in addition to the following:

## **NEMT**

Section 19.3,B,7: Language has been added to define "medical service provider" and to allow the provider to designate a representative to sign NEMT forms on his behalf; to remove the advance payment limit; to clarify the date of application of forms submitted by ART offices; and to clarify the term "altered forms."

Section 19.3,E: Clarification of status of ART verification has been added.

Section 19.3,G: Reference to consolidation of trips has been removed.

Section 19.3,M,2: Reference has been added to the current list of hospitals with border status along with the telephone number for contacting BMS about status of facilities not on the list.

Section 19.3,M,4: Clarification has been added for need to verify availability of "comparable" services.

Section 19.3,M,7,a: Denial of trips under 15 miles has been removed. Language has been added to reduce the number of NEMT checks issued and to make the client responsible to reimburse drivers when possible. Also, a note has been added that a client's choice of physician cannot be restricted.

Section 19.3,N: Instructions have been added to allow further verification in cases of suspected fraud or misuse/abuse of the program.

The OFS-NEMT-1 is being revised to remove the "medical provider number" and add the "designated representative." Further revisions provide calculation of mileage for each trip. The new form will be released at a later date.

## LIEAP

Minor changes in language and in numbering of sections throughout Section 19.6 were made for clarity. The following are the notable changes to the LIEAP program policy and procedure.

Section 19.6,A: A disclaimer has been added to the introduction concerning the duration of the program.

Section 19.6,B,3: Use of an application log is mandatory.

Section 19.6,C,1: Language updated for LIEAP eligibility.

Section 19.6,C,1(a)(3): Sources of Income information moved and a new note added concerning child support arrearages.

Section 19.6,C,1,d: Language added to clarify the definition of utilities included in rent and eligibility of individuals temporarily away from home. Paragraphs have been renumbered for convenience.

Section 19.6,C,1,d(6): Note added to clarify procedure for determining eligibility of zero income applicants with termination notices.

Section 19.6,C,1,h: Time limits added for processing.

Section 19.6,C,2: Separate entries added for specific guidelines for Emergency LIEAP.

Section 19.6,C,2,b: Language added to require a resource test for Emergency LIEAP. Those households with adequate resources to eliminate the heating emergency are not eligible.

Section 19.6,C,2,d(1): Exception added concerning payments not credited correctly due to incorrect entry of account numbers.

Section 19.6,C,2,f: Households can no longer qualify for a second Emergency LIEAP payment, regardless of the amount of the assistance for which they are eligible.

Section 19.6,C,2,h: Note added concerning extra delivery charges for emergency deliveries.

Section 19.6,D,2,b: Language added to allow for denial of applications which are not accompanied by a bill or receipt.

Section 19.6,D,2,d(3): Language added to refuse acceptance of applications from outside agencies that are more than 30 days old.

Section 19.6,D,3,a: Language added to define "current" as it applies to LIEAP income determinations. Also, requirement to verify student loans, grants, and scholarships has been deleted.

Section 19.6,D,3,g: New policy concerning "shared" situations and eligibility for Emergency LIEAP.

Section 19.6,D,5,c: Examples have been changed to reflect the new maximum LIEAP payment of \$500. Also, at the end of this section an exception was added to the note concerning not subtracting the amount of the Regular LIEAP payment from the amount needed to eliminate the emergency when correction of the account number will allow proper crediting of the payment.

Section 19.6,E,3: Procedure updated for obtaining a LIEAP Fuel Supplier Agreement. Only the State LIEAP Coordinator signs and maintains the form after the vendor has been added to RAPIDS.

Section 19.6,F,5,c: Note added concerning disposition of checks returned by the vendor to the local DHHR office.

OFS-LIEAP-1 has been revised to include the requirement to attach a copy of a heating bill or receipt.

Policy questions should be directed to the Policy Unit.

RAPIDS questions should be directed to the RAPIDS Help Desk.

