

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 303		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
i - ix	19	11/01, 12/15/02, 12/02 & 9/02	i - viii	19	10/03
1 - 2	19	12/15/02 & 10/98	1 - 2	19	10/03 & 10/98
173 - 215	19	12/15/02	173	19	10/03
D-1 - D-2	19	12/02			
E-1 - E-2	19	12/15/02	D-1 - D-2	19	10/03
F-1	19	12/15/02			
			i - iii	26	10/03
			1 - 41	26	10/03
			A-1 - A-2	26	10/03
			B-1	26	10/03
OFS-LIEAP-7		6/01	DFA-LIEAP-7		10/03
DATE: OCTOBER 1, 2003 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change moves policy for the Low Income Energy Assistance Program (LIEAP) from Chapter 19 to Chapter 26. As a result, the number of appendices in Chapter 19 is reduced from five to four, with Border Hospitals now Appendix D. Also, the table of contents for Chapter 19 has been updated and reduced by one page.

Households are required to submit proof of the cost of heating their homes, whether stated on a utility bill or in the form of past receipts for bulk fuel. Workers are also asked to record in case comments the name of the person listed on the utility bill and, when it is not the client, the person's relationship to the client, such as family member, ex-spouse, landlord, etc.

The 2003-2004 LIEAP season will begin soon after the effective date of this change with the first of three mailings. Recipients of LIEAP in 2002-2003 will receive applications with instructions to return them by mail to their local DHHR office. Processing of the first returns begins on November 3, 2003.

The LIEAP Benefit Income Chart in Chapter 26, Appendix A, has been updated to show the base benefit amount for up to 130% of the federal poverty guideline for assistance groups of up to 20 members. Instructions are given for determining the benefit for any additional AG members and/or income.

Regular LIEAP payments are issued to PSC-regulated vendors only. An updated list of these vendors is found in Chapter 26, Appendix B. The following vendors have been added to last year's list:

000000876 East Resources, Inc.  
000001201 Union Power Company  
000001230 Wagner Gas Company, Inc.  
000001125 W G Gas, Inc.

Vendor 000001228, Richter Utility Corporation, has been removed from the list as it is not PSC-regulated. Any PSC-regulated vendor not on this list must first sign a Fuel Supplier Agreement (DFA-LIEAP-7). The list will be updated as needed.

The opening of general intake is tentatively scheduled for December 1, 2003. Intake will close without notice when funds are determined exhausted. Emergency LIEAP will open no earlier than January 5, 2003, and may be delayed as necessary to assure adequate funds are available. It will also end when funds are exhausted or March 31, 2004, whichever is earlier.

Policy questions should be directed to the DFA LIEAP Coordinator.

RAPIDS questions should be directed to the RAPIDS Help Desk.

