

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 228		
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PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
i - xv	19	10/98	i - xi	19	11/01
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APPENDIX A-1-B-1	19	1/96	APPENDIX A-1-B-1	19	11/01
APPENDIX C-1-C-11	19	1/96	APPENDIX C-1	19	11/01
APPENDIX D-1-G-1	19	1/96	APPENDIX D-1-D-2		11/01
			FORM OFS-LIEAP-6		11/01
			FORM OFS-LIEAP-7		11/01
DATE: NOVEMBER 1, 2001 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change updates parts of Chapter 19. It removes information concerning the CHET system and provides new policy for the Low Income Energy Assistance Program (LIEAP).

Section 19.6 has been completely rewritten to improve language, eliminate problems with pagination, update titles and references, and provide new instructions for LIEAP for FY 2002.

Clarifications have been made throughout Section 19.6 with extra examples added. References to LIEAP applications outside the heating season have been removed as well as references to the Emergency LIEAP home heating season.

Changes in policy include adding furnace repair as an option and also terminations on electric for gas users who otherwise could not operate gas furnaces. Policy on recurring and non-recurring lump sums has been included, and VA Aid and Attendance has been added to the list of excluded income.

Direct payment of Emergency LIEAP to clients is now an option under special circumstances, as well as second Emergency LIEAP approvals when a customer has not received the maximum total payment and receives another termination before Emergency LIEAP ends.

Language has been changed under Case Management and Corrective Action to emphasize that corrective payments and adjustments are not permitted at the county level and may only be done by the Office of Financial Services.

Appendix D has been updated with new income and benefit levels for 2002 and is now on two pages.

An optional LIEAP Application Log has been added as OFS-LIEAP-6 and the LIEAP Fuel Supplier Agreement is now OFS-LIEAP-7. Both are included in this change.

A new supply of form OFS-LIEAP-1 is being printed for delivery sometime in December. However, you may use older versions of the OFS-LIEAP-1 dated 10/98 and 3/2000 until your supply is exhausted.

LIEAP questions should be addressed to the OFS Policy Unit.

Questions about RAPIDS procedures should be addressed to the RAPIDS Help Desk.

