

Low Income Emergency Assistance Program (LIEAP)

26.1	INTRODUCTION	1
A.	MAIL-OUT APPLICATIONS	1
B.	OUTREACH	2
1.	The Department's Role.....	2
2.	The Role Of The Sub-Grantee Agency.....	2
C.	OPEN APPLICATION INTAKE PERIOD	2
D.	LIEAP FORMS	2
26.2	ELIGIBILITY REQUIREMENTS	4
A.	REGULAR LIEAP.....	4
1.	Income.....	4
2.	Assistance Group (AG).....	7
3.	Vulnerability To The Cost Of Home Heating.....	7
4.	Residence And Citizenship.....	10
5.	Duplicate Payments.....	10
6.	Customer Account Number	10
7.	Time Limits	10
B.	EMERGENCY LIEAP	10
1.	Income	11
2.	Household And Assistance Group.....	11
3.	Vulnerability To The Cost Of Home Heating.....	11
4.	Residence And Citizenship.....	15
5.	Duplicate Payments.....	15
6.	Customer Account Number	16
7.	Time Limits	16
C.	OTHER PROGRAMS.....	16
1.	Emergency Assistance	16a
2.	20% Utility Discount Program.....	16a
3.	Vendor-Supported Home Heating Assistance Programs.....	16a
4.	SNAP Standard Utility Allowance (SUA)	16a
26.3	APPLICATION PROCESS	17
A.	APPLYING FOR BENEFITS	17

Low Income Emergency Assistance Program (LIEAP)

B.	COMPLETION OF FORM DFA-LIEAP-1	18
1.	Section I - Identifying Information	18
2.	Section II - Home Heating Information.....	18
3.	Section III - Signatures And Statements Of Liability	19
4.	Section IV - For Other Agency And DHHR Use Only	19
C.	VERIFICATION	20
1.	Income	20
2.	Vulnerability	21
3.	Social Security Number (SSN)	22
4.	Emergency Home Heating Need	22
5.	Age Of The Head Of The Household.....	23
6.	Customer Account Number	23
7.	Home Heating Payments In Shared Situations	23
D.	DETERMINING ELIBILITY	23
1.	Regular LIEAP Benefits.....	23
2.	Emergency LIEAP Benefits	24
3.	Alternate Use Of LIEAP Benefits	24
E.	DETERMINING THE AMOUNT OF PAYMENT	24
1.	Maximum Allowable Payment.....	24
2.	Regular LIEAP Payment.....	24
3.	Emergency LIEAP Payment	25
F.	CLIENT NOTIFICATION	27
1.	Pending Regular LIEAP Applications	27
2.	Pending Emergency LIEAP Applications.....	27
26.4	PAYMENT AND AUTHORIZATION PROCESS	28
A.	REGULAR LIEAP BENEFITS	28
1.	Direct Payment	28
2.	Vendor Payment.....	28
B.	EMERGENCY LIEAP BENEFITS	29
1.	Authorization Of The Emergency LIEAP Payment	29
2.	Completion And Processing Of Form DFA-67 For Emergency LIEAP Payments	29