



# Notice of Instruction

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Notice of Instruction Number: NOI #: **040616 Emergency Home Energy Assistance Program- Revised EHEAP Application, 2016 Poverty Guidelines and LIHEAP Income Matrix**

**TO:** All PSA 6 EHEAP Providers

**FROM:** Kristina Melling, Senior Program Planner & Quality Assurance Data Manager

**DATE:** April 6, 2016

**SUBJECT:** Revised EHEAP Application, 2016 Poverty Guidelines and LIHEAP Income Matrix

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The purpose of this Notice of Instruction (NOI) is to provide the *revised* EHEAP Application, 2016 Poverty Guidelines and LIHEAP Income Matrix.

Effective immediately, please use the revised attachments. If you have any questions concerning the information provided in this notice please contact this writer or your Contract Manager. Thank you.

**Attachments:**

Revised EHEAP Application 040516

Revised LIHEAP Income Matrix

Revised 2016 Poverty Guidelines

# Emergency Home Energy Assistance for the Elderly Program - Application

Section One: Applicant (Aged 60 and older) Information			
Name: (First, M, Last)		<input type="checkbox"/> Heating Season <input type="checkbox"/> Cooling Season	
Date of birth:	Age:	SSN:	
Service address:			
City:	Florida County:	ZIP Code:	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Number of people in the household:	Phone:	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Partnered <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
Race: <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Other			
Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other			
Primary Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____			
Does client have limited ability reading, writing, speaking, or understanding the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Applicant's income type(s):		Applicant's monthly income amount:	
Section Two: Additional Household Members Information			
Name:		Income type(s):	
Age:	SSN:	Monthly income amount:	
Name:		Income type(s):	
Age:	SSN:	Monthly income amount:	
Name:		Income type(s):	
Age:	SSN:	Monthly income amount:	
Name:		Income type(s):	
Age:	SSN:	Monthly income amount:	
Name:		Income type(s):	
Age:	SSN:	Monthly income amount:	
Section Three: Household Characteristics			
Is there a child 5 years of age or younger in the household? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, select all that applies: <input type="checkbox"/> 0-2 years old <input type="checkbox"/> 3-5 years old			
Is there an individual with a disability in the household? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the applicant a U.S. citizen or an alien lawfully admitted for permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the applicant a homeowner? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does applicant live in government subsidized housing, such as Section 8? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide the complex name: _____			
If yes, does the household receive an energy subsidy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does applicant live in a student dormitory, adult family care home, or any kind of group living facility? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide the facility name: _____			
Section Four: Heating and Cooling Information			
Have you or any member of your household received energy assistance in the current season? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide the name of Agency: _____			
Type of Assistance: <input type="checkbox"/> Crisis <input type="checkbox"/> Home Energy <input type="checkbox"/> Weather-Related    Date: _____			
What is the primary source of home heating? (select one) <input type="checkbox"/> Electricity <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Wood/Coal <input type="checkbox"/> Refillable Fuels			
Does household use supplemental heating source? <input type="checkbox"/> Electricity <input type="checkbox"/> Wood/Coal <input type="checkbox"/> N/A			
Air conditioning unit type? <input type="checkbox"/> Central A/C <input type="checkbox"/> Window/Wall A/C <input type="checkbox"/> Fans <input type="checkbox"/> Other – specify (including evaporative cooler)			
Section Five: Energy Crisis Explanation	Client Attestation and Signature		
<input type="checkbox"/> Home cooling or heating energy source has been disconnected.	The information provided on this application, is to the best of my knowledge, true and complete. I understand that priority in providing assistance will be given to those households with the lowest income and greatest need, i.e. those households in which the elderly, disabled, medically needy, or children reside. I authorize the agency to make benefit payments directly to my energy supplier. I am aware that after I have provided all the information requested to determine my eligibility, if I am applying for crisis assistance, the agency has 18 hours to act upon my application with an eligible action. I am also aware that if I am not approved or denied within the time allowed, or not approved for the correct amount, I have a right to appeal the decision. (If you sign with an "X" two witnesses are required.)		
<input type="checkbox"/> Received notification that cooling or heating energy source is going to be disconnected.			
<input type="checkbox"/> Cooling or heating energy source bill is delinquent or past due.			
<input type="checkbox"/> Cooling or heating energy source bill or notice's due date has lapsed.			
<input type="checkbox"/> Unable to get delivery of heating fuel, is out of heating fuel, or in danger of being out of fuel for heating.			
<input type="checkbox"/> My home's energy equipment is inoperable.			
<input type="checkbox"/> I need a deposit.			
<input type="checkbox"/> Other _____	Client Signature: _____ Date: _____		

**ALL CLIENTS SHOULD SIGN THE WAIVER, AUTHORIZING THE RELEASE OF GENERAL AND/OR CONFIDENTIAL INFORMATION FOR LIHEAP/EHEAP FEDERAL REPORTING.**

# Emergency Home Energy Assistance for the Elderly Program - Eligibility Worksheet

## Section Six: Income Eligibility Determination

Annualize all household income.	Staple calculator tape here showing income calculations or write calculations in this space.	Poverty Guidelines effective 4/1/2016.																		
1. Add all gross monthly earned and unearned income from the past 30 days of all household members.		Select the annual income limit by household size:																		
2. Add Medicare Premium (\$104.90) if not included in SSA amount.		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><u>150% of Poverty</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>50% of Poverty</u></td> </tr> <tr> <td><input type="checkbox"/> 1.....\$17,820</td> <td style="text-align: right;">\$ 5,940</td> </tr> <tr> <td><input type="checkbox"/> 2.....\$24,030</td> <td style="text-align: right;">\$ 8,010</td> </tr> <tr> <td><input type="checkbox"/> 3.....\$30,240</td> <td style="text-align: right;">\$10,080</td> </tr> <tr> <td><input type="checkbox"/> 4.....\$36,450</td> <td style="text-align: right;">\$12,150</td> </tr> <tr> <td><input type="checkbox"/> 5.....\$42,660</td> <td style="text-align: right;">\$14,220</td> </tr> <tr> <td><input type="checkbox"/> 6.....\$48,870</td> <td style="text-align: right;">\$16,290</td> </tr> <tr> <td><input type="checkbox"/> 7.....\$55,095</td> <td style="text-align: right;">\$18,365</td> </tr> <tr> <td><input type="checkbox"/> 8.....\$61,335</td> <td style="text-align: right;">\$20,445</td> </tr> </table>	<u>150% of Poverty</u>	<u>50% of Poverty</u>	<input type="checkbox"/> 1.....\$17,820	\$ 5,940	<input type="checkbox"/> 2.....\$24,030	\$ 8,010	<input type="checkbox"/> 3.....\$30,240	\$10,080	<input type="checkbox"/> 4.....\$36,450	\$12,150	<input type="checkbox"/> 5.....\$42,660	\$14,220	<input type="checkbox"/> 6.....\$48,870	\$16,290	<input type="checkbox"/> 7.....\$55,095	\$18,365	<input type="checkbox"/> 8.....\$61,335	\$20,445
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<input type="checkbox"/> 8.....\$61,335	\$20,445																			
3. Add Medicare Part D, if applicable.	(Add \$6,240 for each additional member of family unit with more than 8 member.)																			
4. To annualize, multiply the monthly total by 12 months.																				
Annual Household Income \$ _____																				

If the total annual household income is less than 50% of the current Federal Poverty Guidelines for household size (using chart above), and no one in the household is receiving SNAP assistance, the applicant must provide a signed statement of how basic living expenses (i.e., food, shelter and transportation) are provided for the household.

## Section Seven: Vendor, Benefit, and Verification Information

<b>Energy Vendor #1</b> Name: _____	<b>Other Vendor #1</b> Name: _____	Contact made with LIHEAP provider to verify previous crisis assistance. Contact Person: _____ Date of contact: _____
Account Number: _____	Account/Voucher Number: _____ Date: _____	Has the applicant received LIHEAP crisis assistance during the current season? <input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Amount Due: _____	Amount Due: _____	
Verification and Commitment Contact Person: _____ Date: _____	<input type="checkbox"/> Blanket <input type="checkbox"/> Repair Existing Heating or Cooling Equipment <input type="checkbox"/> Portable Fan <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Space Heater <input type="checkbox"/> Other _____ <input type="checkbox"/> Window A/C	If the minimum amount due is more than the past due amount, did the energy vendor verify that this amount is required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Energy Vendor #2</b> Name: _____	<b>Other Vendor #2</b> Name: _____	
Account Number: _____	Account/Voucher Number: _____ Date: _____	If the minimum amount due to resolve the crisis is more than the maximum allowed (\$600), explain how the balance of the amount due will be paid if approved for EHEAP crisis assistance. _____ _____
Minimum Amount Due: _____	Amount Due: _____	
Verification and Commitment Contact Person: _____ Date: _____	<input type="checkbox"/> Blanket <input type="checkbox"/> Repair Existing Heating or Cooling Equipment <input type="checkbox"/> Portable Fan <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Space Heater <input type="checkbox"/> Other _____ <input type="checkbox"/> Window A/C	
<b>(1) Total Energy Vendors</b> \$ _____	<b>(4) Total Other Vendors</b> \$ _____	Is the name on the fuel bill that of the applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide name on bill: _____
<b>(2) Energy Subsidy</b> \$ _____	<b>Total EHEAP Benefit</b>	
<b>(3) Deduct (2) from (1)</b> \$ _____	<b>Add (3) and (4)</b> \$ _____	

## Section Eight: Weatherization Assistance Program (WAP) Referral

If the applicant is a homeowner, has he/she received more than three LIHEAP or EHEAP benefits in the last 18 months?  
 Yes  No  N/A

If the answer to the previous question is "yes", was the applicant referred to WAP?  Yes  No  N/A

If the answer to the last question is "no", explain: \_\_\_\_\_

## Section Nine: Resolution of Crisis

Resolution of the Heating/Cooling Energy Crisis occurred within 18 hours, by the following eligible action: (Select all that apply)

<input type="checkbox"/> Approval of application	<input type="checkbox"/> EHEAP benefit prevented disconnection
<input type="checkbox"/> Commitment made to vendor	<input type="checkbox"/> EHEAP benefit restored energy already disconnected
<input type="checkbox"/> Denial of Application, pending additional information	<input type="checkbox"/> Yes, client signed waiver
<input type="checkbox"/> Denial of Application, ineligible	<input type="checkbox"/> No, client refused to sign waiver
<input type="checkbox"/> Written referral and assistance to access other community resources	

<b>Case Worker Signature</b>	<b>Approval Signature</b>
<b>I have determined the eligibility of the applicant.</b> I am not the applicant, nor am I a friend, relative, or employee of the applicant.	The application and eligibility determination must be reviewed for errors and appropriate file documentation prior to making payment. <b><u>I have reviewed and approved this application for crisis assistance.</u></b>
Case Worker's Name: _____	Supervisor/Peer's Name: _____
Case Worker's Signature: _____	Supervisor/Peer's Signature: _____
Date: _____	Date: _____
Agency Name: _____	Agency Name: _____



**FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY**

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)  
POVERTY INCOME GUIDELINES\***

**EFFECTIVE APRIL 1, 2016**

<b>PEOPLE IN THE HOUSEHOLD</b>	<b>150%</b>
1	\$17,820
2	\$24,030
3	\$30,240
4	\$36,450
5	\$42,660
6	\$48,870
7	\$55,095
8	\$61,335
<b>For each additional person in the household with more than 8 people, add:</b>	<b>\$ 6,240</b>

\*These figures are based on the 2016 U.S. Department of Health and Human Services (HHS) poverty guidelines published in the *Federal Register* on January 25, 2016.

**REVISED:** March 28, 2016

**LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM PAYMENT MATRIX**

**HOME ENERGY BENEFITS<sup>1</sup> AND POVERTY LEVELS  
BY HOUSEHOLD SIZE AND INCOME  
HOUSEHOLD INCOME IN DOLLARS PER YEAR**

NUMBER OF PEOPLE IN HOUSEHOLD	50% of Poverty or Less	Over 50% of Poverty but Less than 75%	At least 75% but no more than 100% Poverty	Over 100% but no more than 125% Poverty	Over 125% but no more than 150% Poverty
	At or Below	Annual Income at Least but No Greater Than	Annual Income at Least but No Greater Than	Annual Income at Least but No Greater Than	Annual Income at Least but No Greater Than
1	\$5,940	\$8,909	\$11,880	\$11,881	\$14,850
2	\$8,010	\$12,014	\$16,020	\$16,021	\$20,025
3	\$10,080	\$15,119	\$20,160	\$20,161	\$25,200
4	\$12,150	\$18,224	\$24,300	\$24,301	\$30,375
5	\$14,220	\$21,329	\$28,440	\$28,441	\$35,550
6	\$16,290	\$24,434	\$32,580	\$32,581	\$40,725
7	\$18,365	\$27,547	\$36,730	\$36,731	\$45,914
8	\$20,445	\$30,667	\$40,890	\$40,891	\$51,114
9	\$22,525	\$33,787	\$45,050	\$45,051	\$56,314
10	\$24,605	\$36,907	\$49,210	\$49,211	\$61,514
11	\$26,685	\$40,027	\$53,370	\$53,371	\$66,714
12	\$28,765	\$43,147	\$57,530	\$57,531	\$71,914
13	\$30,845	\$46,267	\$61,690	\$61,691	\$77,114
14	\$32,925	\$49,387	\$65,850	\$65,851	\$82,314
15	\$35,005	\$52,507	\$70,010	\$70,011	\$87,514
16	\$37,085	\$55,627	\$74,170	\$74,171	\$92,714
17	\$39,165	\$58,747	\$78,330	\$78,331	\$97,914
18	\$41,245	\$61,867	\$82,490	\$82,491	\$103,114
19	\$43,325	\$64,987	\$86,650	\$86,651	\$108,314
20	\$45,405	\$68,107	\$90,810	\$90,811	\$113,514
<b>LIHEAP HOME ENERGY BENEFIT<sup>1</sup></b>	<b>\$300 to \$475**</b>			<b>\$200 to \$375**</b>	
			<b>\$250 to \$425**</b>		
				<b>\$150 to \$325**</b>	

\*\*\*Additional Assistance if applicant household includes:

(1) Elderly	\$50
(2) Disabled	\$50
(3) Applicant with child age 5 or younger:	\$75

<sup>1</sup> These benefit levels are effective April 1, 2016  
These figures are based upon the 2016 U.S. Department of Health and Human Services (HHS) Poverty Guidelines published in the Federal Register on January 25, 2016.

**REVISED: March 28, 2016**