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MEMORANDUM

NOTICE #: 021615-1-I-SCBS

TO: Area Agency on Aging (AAA) Director

FROM: Samuel P. Verghese, Secretary

DATE: February 16th, 2015

SUBJECT: Notice of Instruction: Emergency Home Energy Assistance for the Elderly Program (EHEAP) Technical Assistance Guide Training

The purpose of this Notice of Instruction is to notify the AAAs that the Department of Elder Affairs (Department) has uploaded the Emergency Home Energy Assistance for the Elderly Program (EHEAP) Technical Assistance (TA) Guide, the EHEAP TA Guide Training Webinar, and Frequently Asked Questions (FAQs) to the Department's net website.

The EHEAP TA Guide and Training Webinar were designed to assist the AAAs in the administration of EHEAP and development of EHEAP policies and procedures that ensure compliance with the Low Income Home Energy Assistance Program (LIHEAP) requirements.

AAA staff responsible for EHEAP program management are required to share the following links with entities who perform services related to EHEAP:

- EHEAP TA Guide:
<http://elderaffairs.state.fl.us/doea/docs/EHEAP%20Technical%20Assistance%20Guide%202014.pdf>
- EHEAP TA Guide Training Webinar:
<http://elderaffairs.state.fl.us/doea/docs/EHEAP%20TA%20Guide%20Training.mp4>
- FAQs:
<http://elderaffairs.state.fl.us/doea/docs/EHEAP%20Webinar%20Q%20&%20A%2012.8.14.docx>

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Thank you for your continued commitment to serving Florida's elders. If you have any questions, please contact Judy Bowers at (850) 414-2057.