



**TO:** AAA Directors  
EHEAP Program Staff                      NOTICE #: 032608-1-I-SWCBS

**FROM:** E. Douglas Beach, Secretary

**DATE:** March 26, 2008

**SUBJECT:** Notice of Instruction: 2008-2009 Emergency Home Energy Assistance Program (EHEAP) Information

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This Notice of Instruction provides recent updates to the Emergency Home Energy Assistance Program (EHEAP) affecting the EHEAP Application and Instructions. The attachments to this notice will further instruct the AAAs on requirements for compliance.

The Department of Community Affairs has added language to the 2008 - 2009 contract with the department to clarify the calculation of benefits for applicants living in subsidized housing. The 2008 – 2009 EHEAP contract with the AAA will state:

- The contractor must determine if all or part of the utility costs are paid directly or indirectly by the government if the consumer lives in government subsidized housing. The contractor will proceed as follows:
  - If total home heating or cooling costs are included in the rent and the consumer has no obligation to pay any portion of the costs, then the consumer is not eligible for assistance.
  - If there is an energy allowance or subsidy available to the consumer during the period covered by the utility bill, then the consumer is only eligible for partial assistance. The energy allowance or subsidy must be subtracted from the allowable EHEAP benefit calculated for the household.

The EHEAP Application has been revised to accommodate the above requirement and to include other minor revisions:

- Questions 8 and 9 on Page 1 were not revised but will need to be carefully answered.
- Question 3 on Page 2 has been revised from \$738 a year to 50% of the Federal Poverty Level.
- Question 6, a-d on Page 2 was reformatted slightly.
- Question 7c (renumbered) has been added to Page 2 for the agency to calculate the energy allowance or subsidy, if applicable.
- Question 7d (previously 7c) on Page 2 was revised to reflect the amount paid from EHEAP minus the subsidy/allowance.
- Question 7d has been renumbered to 7e.

Since the revised application will be in effect with the 2008 – 2009 contract, it is necessary to begin using it with the 2008 – 2009 EHEAP funding.

Thank you for your continued commitment to Florida's elders. Should you require additional information, please contact your contract manager.

Attachments

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