



MEMORANDUM

TO: All AAA Directors **NOTICE #:** 021703-1-I-SWCBS

FROM: Terry White
Secretary

DATE: February 17, 2003

SUBJECT: Notice of Instruction: 2002-2003 EHEAP Contract;
2003-2004 EHEAP Contract

This Notice of Instruction is to provide additional clarification to **NOTICE: 020303-1-1-SWCBS**. These actions affect both your 2002-2003 and 2003-2004 EHEAP contracts.

TERRY F. WHITE
SECRETARY

2002 – 2003 EHEAP Contract

As previously stated, the Department of Community Affairs (DCA) has authorized you to transfer funds from the crisis category to the weather-related/supply shortage line item for the 2002 – 2003 E HEAP contract. You should have already notified your contract manager whether you want to transfer funds into this category or not, and if so, the amount you wish to transfer.

Also, additional weather-related/supply shortage funds were allocated for the 2003 – 2004 contract. In order to provide you with maximum flexibility in utilizing these funds, they are being amended into your current 2002 – 2003 contract. A spreadsheet is attached reflecting the additional funds.

Utilizing funds in this category gives a maximum energy benefit of **\$1,000** for expenses in addition to regular crisis benefits received. Applicants may also receive more than one benefit up to the maximum \$1,000 limit in this category. **The funds must be expended in accordance with the attached program directives.**

Please note that all 2002-2003 EHEAP funds must be expended prior to expenditure of any 2003-2004 funds.

DCA has indicated unspent funds in the 2003 – 2004 weather-related/supply shortage category will be released December 15, 2003.

**4940 ESPLANADE WAY
TALLAHASSEE
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2003 – 2004 EHEAP Contract

The boiler plate for the 2003 – 2004 EHEAP contract is attached. The contract start date has been changed to January 15, 2003. Please use this document to develop EHEAP contracts with your providers. The 2003 – 2004 allocation and additional changes made to the EHEAP contract are also attached.

Clients who have received benefits under the 2002-2003 contract are not eligible for the same benefit under the 2003-2004 contract until April 1, 2003. For example:

- A household who received a winter crisis benefit under the 2002-2003 contract is not eligible for another winter crisis benefit until October 1, 2003.
- The household may be eligible for a summer crisis benefit April 1, 2003.

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

Attachments:

Revised 2002 – 2003 allocation

Weather-related/supply shortage Program Directives

2003 – 2004 Boiler Plate contract

2003 – 2004 allocation

EHEAP Contract Summary of Changes for FY 2003 - 2004