

**MEMORANDUM**

**NOTICE #: 112415-1-I-SCBS**

**TO:** Area Agencies on Aging (AAAs) Executive Directors  
Emergency Home Energy Assistance for the Elderly Program (EHEAP) Staff

**FROM:** Samuel P. Verghese, Secretary

**DATE:** November 24, 2015

**SUBJECT:** Notice of Policy Clarification: EHEAP Application and Eligibility Worksheet

---

The purpose of this Notice is to provide clarification regarding language on the EHEAP Application and Eligibility Worksheet, DOEA Form 114 – 10/01/2015. Section Six, Income Eligibility Determination, and Section Seven, Utility Verification, of the form are being revised as follows:

- (1) In the space provided to document income calculations in Section Six of the EHEAP Eligibility Worksheet, the statement is revised to read, “Staple calculator tape here showing income calculations or write calculations in this space.” The enumerated form instructions are also revised to reflect contract language provided in EHEAP Amendment #001.
- (2) Additionally, data collection of the number of times the applicant has received LIHEAP crisis assistance in the last 18 months is stricken from Section Seven of the EHEAP Eligibility Worksheet.

The attached revised EHEAP Application and Eligibility Worksheet, DOEA Form 114 – 10/09/2015, hereby replaces the EHEAP Application and Eligibility Worksheet, DOEA Form 114 – 10/01/2015. AAAs are required to disseminate the EHEAP Application and Eligibility Worksheet, DOEA Form 114 – 10/09/2015, to EHEAP providers for immediate use.

Thank you for your assistance and cooperation in ensuring compliance with the requirement as specified above. If you have any questions, please contact Judy Bowers, of my staff, at (850) 414-2057.

Attachment: EHEAP Application and Eligibility Worksheet, DOEA Form 114 – 10/09/2015