



Rick Scott
Governor

Samuel P. Verghese
Secretary

MEMORANDUM

NOTICE #: 112415-1-I-SCBS

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

FROM: Samuel P. Verghese, Secretary

DATE: November 24, 2015

SUBJECT: Notice of Policy Clarification: E HEAP Application and Eligibility Worksheet

The purpose of this Notice is to provide clarification regarding language on the E HEAP 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 E HEAP 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 E HEAP 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 E HEAP Eligibility Worksheet.

The attached revised E HEAP Application and Eligibility Worksheet, DOEA Form 114 – 10/09/2015, hereby replaces the E HEAP Application and Eligibility Worksheet, DOEA Form 114 – 10/01/2015. AAAs are required to disseminate the E HEAP Application and Eligibility Worksheet, DOEA Form 114 – 10/09/2015, to E HEAP 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: E HEAP Application and Eligibility Worksheet, DOEA Form 114 – 10/09/2015