



**RICK SCOTT**  
GOVERNOR

## MEMORANDUM

TO: AAA Directors  
EHEAP Program Directors

FROM: Charles T. Corley  
Secretary

DATE: July 11, 2013

SUBJECT: Notice of Instruction: 2013 Emergency Home Energy Assistance Program

Notice #: 071113-1-I-SWCBS

**CHARLES T. CORLEY**  
SECRETARY

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

Upon receipt of this Notice of Instruction, please use the revised "EHEAP Application" (dated 7/1/2013), which was updated to conform to the new Client Information and Registration Tracking System (CIRTS) changes for EHEAP data entry. The application also includes additional data requirements for performance measures developed by the U.S. Department of Health and Human Services (HHS) Administration for Children and Families (ACF). The attached "EHEAP Required Data Entry in CIRTS" document has been updated with current CIRTS screen shots and instructions.

Pursuant to the Department of Economic Opportunity's (DEO) new Social Security Number Policy Form requirements, the attached form, "Notice Regarding Collection of Social Security Numbers," is required to be signed and dated by the applicant and placed in the client's EHEAP file. The attached "EHEAP Client File Content Checklist" (EHEAP Contract Attachment IX) used for monitoring has been updated to include the Social Security form as a required client file document.

The "EHEAP Technical Assistance (T.A.) – 2013" document has been revised to clarify the new requirements. A new section has been added to the T.A. document, titled "Dates," to specifically address the importance and implications of each date.

Thank you for your continued commitment to Florida's elders. Should you require additional information, please contact Judy Bowers at 850-414-2057.

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Attachments:

EHEAP application

EHEAP Required Data Entry in CIRT

Notice Regarding Collection of Social Security Numbers

EHEAP File Content Checklist

EHEAP Technical Assistance - 2013