



**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
SECRETARY

## MEMORANDUM

NOTICE #: 112514-1-I-SWCBS

TO: Area Agency on Aging (AAA) Directors

FROM: Charles T. Corley, Secretary

DATE: November 25, 2014

SUBJECT: Notice of Instruction: Emergency Home Energy Assistance for the Elderly Program (EHEAP) Technical Assistance Guide Training Webinar

---

The purpose of this Notice is to notify the AAAs that the Department is hosting an Emergency Home Energy Assistance for the Elderly Program (EHEAP) Technical Assistance Guide training webinar. The webinar will be held on Thursday, December 4 from 10 - 11:30 a.m.

AAA staff responsible for EHEAP program management are required to attend this training. The link to the webinar is as follows:

<https://meet.lync.com/fldoea/hougek/TH8F2VN8>. For the audio portion of the webinar, please call 1-888-670-3525 and enter the participant passcode, which is 3960876812.

This training follows the EHEAP Technical Assistance (TA) Guide which was released with NOI # 050114-1-I-SWCBS. The TA Guide was designed to assist AAAs in the administration of EHEAP and development of EHEAP policies and procedures that ensure compliance with the Low Income Home Energy Assistance Program (LIHEAP) requirements.

The training provides an opportunity to be interactive. This webinar will be recorded for future training purposes and posted on the Department of Elder Affairs' website. Once posted, the AAAs will be notified and directed to the location of the training so that it may be accessed by AAA staff and EHEAP providers.

Thank you for your continued commitment to serving Florida's elders. If you have any questions, please contact Judy Bowers at (850) 414-2057.

4040 ESPLANADE WAY  
TALLAHASSEE, FLORIDA  
32399-7000

phone 850-414-2000  
fax 850-414-2004  
TDD 850-414-2001

<http://elderaffairs.state.fl.us>