

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 4, 1980

ALL-COUNTY INFORMATION NOTICE I-4-80

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ENERGY ASSISTANCE PAYMENTS (P.L. 96-126)

REFERENCE:

This is to provide further information regarding the Energy Assistance Payment Program (EAP) described in the December 21, 1979 telegram sent to all county welfare directors. Regulations implementing the program are being filed and will be distributed to all counties as soon as possible.

The following is provided for your advance planning purposes.

Payment Process

The energy assistance payment is a one-time payment to be provided to all households certified for the Food Stamp Program for the month of December. This includes households which applied for food stamps in December 1979, but are certified for the month of December no later than January 31, 1980.

In addition, counties will issue EAP payments to food stamp households for which it is determined either administratively or through a state hearing decision that the household had December 1979 food stamp benefits incorrectly denied or terminated. These households will be entitled to receive an EAP payment if the administrative determination is made or the state hearing decision is received by the CWD on or before March 31, 1980.

The payments will vary from county to county according to climatic conditions and the cost of heating energy. The payment amounts for each county will be forwarded in the near future. All payments within each county will be uniform, regardless of household size. Warrants must be made out to the food stamp head of household, even for those households utilizing an authorized representative. The payments are to be issued through a separate mailing during the month of February 1980. Counties may mail warrants in forwardable envelopes at their option. Federal law requires that all warrants must be mailed by March 1, 1980.

Recipient Information Stuffer

The SDSS is developing an information stuffer (IBM card sized) to be sent with the warrant (see Attachment 1). Counties may develop their own stuffers to specifically identify a telephone number or point of contact, if desired. Any county developed stuffers must be approved by SDSS, Food Stamp Program Management Branch.

Treatment of Energy Assistance Payment

Energy assistance payments shall not be considered as income or resources under any aid program (e.g., Food Stamps, AFDC, Medi-Cal). For the In-Home Supportive Services Program, the energy allowance will not affect the eligibility of status eligible IHSS recipients or applicants and will not be taken into consideration for purposes of determining IHSS share of cost for income eligible applicants or recipients.

Complaint/Administrative Review Process

Complaints and requests for administrative reviews concerning energy assistance payments must be received by the CWD on or before March 31, 1980 in order to be considered for corrective action. Complaints or requests for administrative review regarding EAP payments will not be heard through the state hearing system, but will be handled by the county welfare department as part of their routine system for handling recipient complaints. A written response is not required for complaints. However, when a recipient is not satisfied with the disposition of their complaint, the recipient must be informed that they may have their complaint reviewed by a higher authority than the person that handled the complaint. While counties have discretion in handling complaints and requests for administrative reviews in a manner which best suits individual county operations, personnel designated to handle energy assistance payment complaints or reviews should be no higher than at the first-line supervisory level. All administrative reviews will require a written response citing the reason for the determination and the corresponding regulatory authority. The response format will be at the discretion of the CWD.

Replacement Warrants

Replacement warrants will be provided to eligible households whose initial warrants have been lost in the mail, destroyed in the mail, or returned to the CWD as undeliverable. In processing such replacement requests, counties shall follow the procedures contained in Section 25-330 of the SDSS Manual of Policies and Procedures.

Counties will be authorized to retain a sufficient amount of funds to complete any necessary replacement actions. Since federal law requires complete disbursement of all EAP funds by June 30, 1980, the Department will transfer all undisbursed EAP amounts to the Office of Economic Opportunity as soon as possible after the initial mailing of warrants. Further instructions in this regard will be issued in the near future.

Reporting Requirements

In order to comply with federal requirements, counties are required to issue EAP payments in a sequence which will allow cross-referencing during audit between the EAP warrant register and the Food Stamp Household Files. If all certified food stamp households in your county are identified by an "09" designator preceding the case number, the warrants should be issued to cases listed in an ascending numerical case number sequence which will allow the warrant register to be used as a payroll.

Counties which use the AFDC aid code designators for AFDC food stamp households may also use those case numbers. This will allow a maximum of five fields per county and should meet the federal requirements of cross-referencing.

The warrant register must contain the following information: date of payment, warrant number, amount of payment per household, payee and identification number, i.e., "09", "30", "32", "33", "35" designator followed by the case identification number. The warrant amount column and the number of warrants issued must be totaled. With one warrant issued to each food stamp household, the total number of warrants issued should equate to the total number of certified food stamp households.

Attachment #2 will provide the Department with the information necessary to comply with federal requirements. A supply of this temporary form will be mailed under separate cover. One copy of the warrant register and one copy of the attached temporary form must be submitted to the Program Cost Section, SDSS, M/S 19-14 by March 7, 1980. Second copies of both must be submitted by April 21, 1980, to report any subsequent activity. A final report will be due SDSS on October 21, 1980.

Administrative Costs

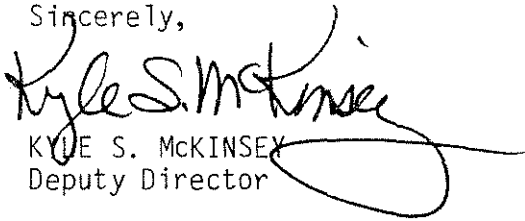
County administrative costs directly identifiable to administering the EAP Program are eligible for 100 percent federal funding. This may include salaries and benefits for staff of the County Welfare, Auditor-Controller, and Treasurer Departments; postage and envelopes, and other identifiable costs. Funds will be advanced for administrative costs at the same time the emergency aid is advanced.

As the amount of federal funds available for administrative costs is limited, counties are requested to use clerical staff where appropriate and not authorize overtime unless absolutely essential. In order to ensure adequate funding, counties are to submit a budget in the attached format (Attachment #3) to this Department by January 31, 1980.

Upon completion of the project, counties shall claim their expenditures on a GEN 215 with a budget format attached identifying actual costs. The billing due date will be provided in the regulations. Documentation supporting those invoices is to be maintained in the counties for audit purposes. Staff costs are to be supported by time records.

Questions regarding administrative funding and reporting should be referred to the County Fiscal Administration Bureau at (916) 445-7046. Questions on other energy payment issues should be referred to your Food Stamp Program Consultant at (916) 322-5475.

Sincerely,

A handwritten signature in black ink that reads "Kyle S. McKinsey". The signature is written in a cursive style with a large, sweeping flourish at the end.

KYLE S. MCKINSEY
Deputy Director

Attachments

cc: CWDA

ENERGY ASSISTANCE PROGRAM

The enclosed check is a one-time federal payment to help you pay your heating bills. Only households that were certified to receive food stamps for December, 1979 are eligible to receive this check. All food stamp households in your county will get the same amount regardless of the household size or heating costs.

Although you normally are required to report all income, you do not have to report this payment on your AFDC Monthly Eligibility Report (CA 7), or your food stamp Change Report form (DFA 377.5) since it is exempt.

Questions and requests for administrative review of this payment must be directed to your county welfare department by March 31, 1980.

For State Use	DSS	County Welfare	County Auditor
COUNTY			DATE (MONTH, YEAR)

ENERGY ALLOWANCE PROGRAM

Instructions On Reverse Side Of Form

	A. NUMBER OF WARRANTS	B. TOTAL AID
1. Total Funds Advanced to County for EAP Aid Payments	NA	
2. Total Number and Amount of Warrants Issued for EAP Aid Payments		
3. Balance of Advance in County (Line 1 minus Line 2)	NA	
4. Total Number of Food Stamp Households Certified for Food Stamps for the Month of December 1979		NA
5. The Difference between the Number of Certified Food Stamp Households and the Number of Households to which EAP Warrants were issued. (Line 2 minus Line 4) (attach explanation if other than zero)		NA
6. Undeliverable Warrants as of _____ Date		
7. Outstanding Warrants as of _____ Date		

I hereby certify, under penalty of perjury, that I am duly authorized to make this claim on behalf of the county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; and that the amounts claimed as Energy Allowance Program payments have been expended in accordance with law, and the rules and regulations of the State Department of Social Services.

I hereby certify, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; and that the records of this county indicate the amounts claimed as Energy Allowance Program payments were expended in accordance with law, and the rules and regulations of the State Department of Social Services.

Signature of County Welfare Director Date

Signature of County Auditor or Controller Date

- Line 1. Enter that amount of the advance that is applicable to aid payments only.
- Line 2A. Enter the total number of warrants issued. That number should be the same as the total number of Food Stamp Households aided.
- Line 2B. Enter the total amount of warrants written. This figure should come from the total of the warrant register.
- Line 6. Enter the number and amount of undeliverable warrants as of February 29, 1980 on the first report, as of April 14, 1980 on the second report, and as of October 14, 1980 on the final report.
- Line 7. Enter the number and amount of outstanding warrants as of February 29, 1980 on the first report, as of April 14, 1980 on the second report, and as of October 14, 1980 on the final report.

County	Contact Person	Date
--------	----------------	------

ENERGY ASSISTANCE PROGRAM
ADMINISTRATION COST BUDGET

Return to: County Fiscal Administrative Bureau
744 P Street MS 13-81
Sacramento, CA 95814

A. <u>County Welfare Department</u>	
1. Salaries and Benefits	
a. Clerical Staff	\$ _____
b. Administrative Support Staff - Fiscal, Programmers, etc.	\$ _____
c. Overtime	\$ _____
d. Other (specify).	\$ _____
2. Operating Expenses	
a. Postage/Envelopes/Warrant Stock	\$ _____
b. EDP	\$ _____
c. Other (specify).	\$ _____
B. <u>Services from other Governmental Agencies</u>	
1. Auditor/Controller	
a. Salaries and Benefits	\$ _____
b. Postage/Envelopes/Warrant Stock	\$ _____
c. EDP	\$ _____
d. Other (specify)	\$ _____
2. Treasurer	
a. Salaries and Benefits	\$ _____
b. Other (specify)	\$ _____
C. Estimated number of warrants to be issued	_____