# INSTRUCTIONS FOR THE EXPENDITURE CERTIFICATION FOR THE COUNTY WELFARE DEPARTMENT ASSISTANCE CLAIM EXPENDITURES FOR CALFRESH HEAT AND EAT PROGRAM’S LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) AND STATE UTILITY ASSISTANCE SUBSIDY (SUAS) BENEFITS

## General Information

1. Select the county name, month and year of claim from the drop-down menus.

## Total LIHEAP/SUAS Benefit Issue

1. Line 1: Enter the current month’s amount shown on the SARS report line titled “Vendor Reported Deposit.”

## Total Other Benefit Returns

1. Line 2: Is the sum of Line 2A and Line 2B and is calculated automatically on the claim.
2. Line 2A: Enter the amounts shown on the SARS report line titled “Expungements.” Contact the SARS team at [sars@osi.ca.gov](file:///C%3A%5CUsers%5Cmwarren%5CDesktop%5CLIHEAP%5Csars%40osi.ca.gov) or (916) 263-4036 for the correct break down of the SUAS and LIHEAP expungement amounts. A negative amount must be entered on this line.
3. Line 2B: Check the sum of the SARS report lines titled “Administrative Coupon Conversions, Administrative Repayments, Host to Host Coupon Conversions and Host to Host Repayments.” If the total amount is greater than ($20.01), contact the SARS team at [sars@osi.ca.gov](file:///C%3A%5CUsers%5Cmwarren%5CDesktop%5CLIHEAP%5Csars%40osi.ca.gov) or (916) 263-4036 for the correct break down of the SUAS and LIHEAP repayment amounts. A negative amount must be entered on this line.
4. Line 3: Is the sum of Line 1 and Line 2. This amount will calculate automatically.

## Total Number of Households Received SUAS Benefit

1. Line 4: Is the Line 1 Total SUAS Benefit Amount Issued divided by $20.01.

 This amount will calculate automatically.