



Strong Families – South Dakota's Foundation and Our Future
South Dakota Department of Social Services

The Office of Energy Assistance



Policies and Procedures Manual

Chapter 1: Determining Eligibility

(A) Eligibility Requirements

To be considered LIEAP eligible, the applying household must

1. Meet current income guidelines;
2. Provide verification of heating costs;
3. Meet established criteria of a “vulnerable household”; and
4. Be a resident of the state of South Dakota.

(B) Definition of a “Vulnerable Household”

Vulnerable households are those households in which members are responsible for paying their own heating costs directly to an energy supplier or to a landlord as a portion of rent.

1) Examples of a Vulnerable Household Are:

1. A household which pays home heating costs directly to an energy supplier.
2. A household whose home heating costs are included in the cost of rent
3. A household which pays home heating costs directly to the landlord in addition to rent.

2) Examples of a Non-vulnerable Household Are:

1. A household living in any of the following types of housing situations including, but not limited to: public or private institutional congregate care facilities: such as nursing homes, group homes, treatment centers; or other living arrangements where the provider is liable for the costs of shelter and home heating.
2. A household that is not able to provide proof of vulnerability.

Chapter 2: Household Composition

(A) Countable Household Members

Countable household members include all individuals residing in the applicant's home at the time of eligibility determination.

If a member of a household previously determined eligible for LIEAP assistance or Tribal energy assistance leaves that household and later applies for energy assistance, they are not eligible. If they apply as a member of another household that household will be approved without them as long as there is at least one other adult in that household.

These cases should be thoroughly explored to see if the member actually was part of the other household when eligibility was determined. If it is found that the member was not part of the approved household, over-issuance procedures should be followed if the result of including that person as part of the household provided the household with a greater benefit amount than it was eligible to receive.

(B) Adding and Removing People from the Household

Household members may be added or removed by the caseworker at the time of eligibility determination without contacting the client in the following circumstances:

1) Adding Household Member(s)

A caseworker may add household members to the household if recently updated information on ACCESS or other DSS systems prove that the person(s) are currently living in the household. Narration must exist to support the action.

If the household member is added and is 18 or older, a signature page should be sent to the household for that individual to sign. If the applicant denies that the individual is in the household, the applicant should be instructed that they need to submit a written/signed statement indicating when that individual left the household.

2) Removing Household Member(s)

A caseworker may remove household members from the household if recently updated information on ACCESS or other DSS systems prove that the person(s) are no longer living in the household. Narration must exist to support the action.

Example: The SNAP Program indicates an individual is receiving benefits and resides at a different location than the applicant, receives benefits as part of another household, or that the client reported to that program that they are no longer living in the applicant's home.

(C) Change of Household Composition Prior to Determining

1) Member(s) Entering the Household

If an application is received and prior to determining the eligibility, it is either reported or discovered that an additional member has entered the household and has been not reported by the client, notice should be sent to the client requesting that individual's information, income verifications (if applicable) and signature page (if applicable). That individual's income must be included when determining eligibility for that application unless he/she is already a household member on an approved case. If the individual is a child, the caseworker may call the client and verify if the child is still in the household.

2) Member(s) Leaving the Household

If an application is received and prior to determining eligibility, a household member leaves the household, the applicant should provide a written statement indicating the date the household member left. That member will be removed from the applicant's case prior to determining eligibility.

(D) College Students

College students residing in the home at the time of eligibility determination and their income must be included.

(E) Custodial/Non-Custodial Parents/Joint Custody

If there is not joint custody, a non-custodial parent cannot include the child as a household member.

In Joint Custody situations, generally one parent will be appointed the Custodial Parent and the other will be appointed as a Non-Custodial Parent. As a general rule, Custodial Parents do not pay child support and the OCSE system may be a good indicator of who is actually the Custodial Parent.

In situations where 50% of the time is spent with each parent, each parent may apply for heating assistance and the children would be included in both households.

If there is some question about a custody situation, a copy of a court order or other legal documentation outlining the terms and conditions of the custody may be requested from the applicant. If no legal documentation exists outlining how much time is spent with each parent, the caseworker may request a statement from the applicant, the statement must contain how much time the children live in their home and must be included in the client's file. If verification is made by telephone the caseworker must narrate who they spoke with, date verified and the amount of time the children live in their home.

67:15:01:46. Duplicate payments. Households may only be determined eligible for LIEAP assistance once during the program year. The department shall consider it a duplicate payment if a member of a household previously determined eligible for LIEAP assistance leaves that household and later applies for energy assistance either as a separate household or as part of another household.

The department shall consider it a duplicate payment if the household has received LIEAP assistance from another state or tribal entity during the current program year.

The provisions of this rule do not apply to children under the age of 19 if legal custody has changed from one parent to the other or if a joint custody arrangement requires that the child resides in both parents' separate households.

(F) Children or Adults in Protective Custody (Foster Care) or DSS Kinship Arrangement

Households will have the choice to include children and/or adults currently in foster care or the protective custody of Child Protection Services or DSS kinship arrangement.

(G) Children in Subsidized Guardianship, Adoption, or Subsidized Adoption

Children currently in a subsidized guardianship, adoption, or subsidized adoption ARE counted as household members.

(H) Household Members Separated for Work/School Purposes

Household members separated for work/school purposes may be considered two separate households as long as each is able to demonstrate their financial responsibility for maintaining separate residences.

(I) Household Members Temporarily Out of the Household

Household members temporarily out of the household at eligibility determination due to incarceration, physical or mental health care purposes, temporary military assignment, etc., are NOT counted as a household member. If there is some question about that individual's residence status, verification should be requested from the applicant.

(J) Household Residing in an Institution

Households residing in an institution are NOT eligible to receive LIEAP. The following is the definition of "Institution" from ARSD:

"Institution," a facility that provides living quarters and services for a particular individual or group of individuals, including group homes, nursing homes, higher education facilities, facilities administered by the Department of Human Services under SDCL 1-36A-1.3, facilities administered by the Department of Corrections under SDCL 1-15-1.4, the South Dakota state veterans' home administered by the Department of Military and Veterans Affairs under SDCL 33-18-1, community residential facilities, community habilitation facilities, residential treatment centers, special education units, residential school programs, and adjustment training centers;

1) Determining if a Residence is an Institution

When determining if a residence is an institution, the following questions should be asked of the manager of the building:

1. Is the client's rent based on their income or on their needs?
2. What services are provided for the client and how are the services paid?
3. Are there 24-hour services provided?
4. Do the clients live in individual apartments?
5. Is there more than one person in the apartment?
6. Would they consider the place a group home or institution?
7. Is the heat bill in the client's name?
8. If the client does not pay the heat bill, would the client be subject to disconnection by their heat source?
9. Do they advertise vacancies to the general public or are they held until a member of a specific population is able to move in?

(K) Independent Living Arrangement

A living situation in which a household does not share heat or living space in common with another household or individual residing in the same dwelling unit. All household members must be counted when processing the application.

(L) Shared Living Arrangement

A living arrangement in which heat or living space is shared by more than one individual. All household members must be counted when processing the application.

(M) Boarding Schools

Boarding school students residing in the home at the time of eligibility determination and their income must be included.

(N) Live-In Attendant

Live-in attendants who provide living assistance services to the applicant household member (s) are not counted as household members if they have an established residence separate from the applicant household.

If a live-in attendant also claims the applicant household's residence as his/her own, the live-in attendant is considered part of the applicant household.

(O) Foreign Exchange Students

Foreign exchange students are NOT counted as household members.

(P) U.S. Citizens and Eligible Aliens Defined

1) Citizenship and Alien Status

An adult member of the assistance unit is required to sign a statement attesting to his/her citizenship or lawful alien status. The adult shall also sign the statement, DSS-EA-297, for all household members. In the absence of an adult in the assistance unit, the applicant may sign for all members, including themselves.

Workers must report to State Office the name, address, and any other identifying information about any illegal alien residing in the assistance unit's household. Illegal aliens are individuals whom the applicant/ recipient have indicated are in the US in violation of the Immigration and Nationality Act.

2) Eligibility Criteria

1) Citizen Defined:

- a. Individuals born in the United States.
 - Children born in the US are citizens even if the parent is present in the US illegally.
- b. Individuals who acquire citizenship through the courts by naturalization are US citizens.
- c. US is defined as the 50 states, District of Columbia, Puerto Rico, Guam, the Virgin Islands, American Samoa, and Swain's Island.
- d. An individual's statement that they are a US citizen should be accepted without additional verification, unless it is questionable. If questionable, verification may be acquired through birth, hospital, or baptismal certifications, US passports, INS certificates of citizenship or naturalization, ID cards for the use of resident citizens in the US (INS Forms I-179 or I-197), or similar documents.

2) Alien Defined:

An alien is anyone living in the United States who is not a US citizen. Determining if an alien is eligible for TANF is a two step process. The first step is to determine if the alien meets the qualified alien definition. Only qualified aliens may be eligible for TANF. If the alien meets the qualified alien definition, the second step is to determine if the alien meets the eligible alien requirements. If the individual meets the requirements for both steps, the individual meets the non-citizen eligibility criteria.

3) Qualified Alien Defined:

Non-citizens who are not qualified aliens are ineligible for Energy Assist. **If SNAP or TANF verifies an individual(s) as qualified, that can be used for EA.** A qualified alien is:

- a. An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act (INA); or
- b. A refugee who is admitted to the US under INA Section 207; or

- c. An alien who is granted asylum under INA Section 208; or
- d. An alien who is paroled into the US under INA Section 212(d)(5) and status is granted for at least 1 year if entered U.S. on or before 8/22/96 or resided at least 5 years in the U.S. with parolee status; or
- e. An alien whose deportation is being withheld under INA Section 243(h) or 241(b)(3); or
- f. An alien who is granted conditional entry pursuant to INA Section 203(a)(7) if entered U.S. on or before 8/22/96 or resided at least 5 years in the U.S. with conditional entrant status; or
- g. An alien who is the spouse or dependent child of a person with US military involvement (active duty or a veteran) who is no longer residing with the military spouse or parent because of abuse;
- h. Cuban/Haitian Entrant;
- i. Amerasian Entrant;
- j. Lawfully Admitted for Permanent Residence if entered U.S. on or before 8-22-96; has resided at least 5 years in the U.S. with lawful permanent resident status; or meets 40 quarter requirement.
- k. Lawfully Admitted for Residence if Veteran or on active duty in U.S. armed forces or spouse or unmarried dependent child of veteran or person on active duty;
- l. Native Americans;
- m. Battered spouse or child if a veteran or on active duty in U.S. armed forces or spouse or unmarried dependent child of veteran or battered status and the person on active duty, or resided at least 5 years in U.S. with battered status, and not living with the family member who battered them;
- n. Children under 18 if born in foreign country to U.S. parents or adopted to U.S. parent.

4) Alien Definitions:

- a. Refugee - Eligible for first 5 years from date the refugee status was granted, then must meet military or employment criteria to continue eligibility after 5 years.
- b. Asylee - Eligible for first 5 years from date the asylee status was granted, then must meet military or employment criteria to continue eligibility after 5 years.
- c. Deportation Withheld - Eligible for 5 years from the date on the order from the Immigration judge, then must meet military or employment criteria to continue eligibility after 5 years.
- d. US Veteran or US Active Military Duty - Eligible if the alien is a veteran honorably discharged from military duty for reasons other than alienage or is currently serving active duty. A spouse of the individual with military involvement is eligible as long they remain married (or were married at the time of the individual's death).
Dependent child(ren) of the individual with military involvement are eligible as long as they are considered dependents on the individual's income tax form.
- e. Lawful permanent resident who does not meet one of the criteria identified under 1- 4 in this subsection who:
 - a. Entered US prior to August 22, 1996 – Eligible if they can be credited with 40 qualifying quarters of earned income. Credits may be used for the individual, their spouse, and unmarried dependent children under 18.
 - b. Entered US August 22, 1996 or later - Ineligible for 5 years from entry date, then must meet 40 qualifying quarters of earned income. Credits may be used for the individual, their spouse, and unmarried dependent children under 18.

5) Mixed Household Defined:

A mixed household is where you have citizens, eligible aliens, and ineligible aliens all within the same household. Mixed households are eligible for assistance. **Only citizens and eligible aliens are counted as actual HH members.**

(Q) Verification of Permanent Lawful Alien Status

Lawfully admitted aliens with permanent residence must present documents showing they have been so classified from Immigration and Naturalization (INS). Alien status is normally verified through annotations made by INS on Forms I-94, I-151, I-551, Passport, G-641, or I-688. An Employment Authorization Document (EAD) is not proof of eligibility. If the INS document does not clearly indicate the alien's eligible or ineligible status, the SAVE process must be utilized – see SAVE instructions below. The following INS documents with reference to Sections for the Immigration and Nationality Act (INA) will identify eligibility:

1) Lawfully Admitted for Permanent Residence:

- a. INS Form I-94 annotated with codes AM1, AM2, or AM3 (Amerasian immigrants) or
- b. INS Form I-551 or I-151 (Resident Alien card)
- c. If the individual was admitted under Section 249 and entered after 01-01-72, no eligibility exists.
- d. American Indians born in Canada are Canadian citizens however the Jay Treaty of 1974 granted them lawful permanent residence status if they possess at least 50% of blood of the American Indian Race.
- e. Verification may be obtained from birth records, affidavits from tribal officials, INS Form I-181 or I-551, or other acceptable documentation.

2) Refugee:

- a. INS Form I-94 showing entry as refugee under Section 207 and date of entry into the US; or
- b. INS Form I-688B annotated 274a.12(a)(3); or
- c. INS Form I-766 annotated A3; or
- d. INS Form I-571; or
- e. INS Form I-551 or I-151 annotated with codes RE- 6, RE-7, RE-8, or RE-9.

3) Asylee:

- a. INS Form I-94 showing grant of asylum under Section 208; or
- b. Grant letter from Asylum Office of the INS; or
- c. INS Form I-688B annotated 274.a12(a)(5); or
- d. INS Form I-766 annotated A5.

4) Deportation Withheld:

- a. Order from Immigration Judge showing deportation withheld under Section 243(h) or 241(b)(3); or

- b. INS Form I-688B annotated 274a.12(a)(10); or
- c. INS Form I-766 annotated A-10.

5) Conditional Entrant:

- a. INS Form I-94 showing admission under Section 203(a)(7), Refugee - Conditional Entry; or
- b. INS Form I-688B annotated 274(a)(12)(a)(3); or
- c. INS Form I-766 annotated A3.

6) Parolee:

- a. INS Form I-94 stating paroled under Section 212(d)(5) and a date showing parole granted for at least 1 year; or
- b. INS Form I-94 stamped Cuban/Haitian Entrant Status Pending.

7) Battered Spouse or Child:

- a. Documentation of battered status and verification the individual has petitioned INS for permanent resident status.

(R) Systematic Alien Verification for Entitlements

Federal regulations require verification of all eligible non-citizen INS documents and the Systematic Alien Verification for Entitlement (SAVE) is the process used for that verification. When non-citizens provide INS documents for verification of their INS status, a SAVE query must be sent to State Office with a copy of the documents. **(The query document, SAVE, is located on the "P" drive under DSSforms, EconAsst, Complete/Print Forms.)** State Office submits the documents to the SAVE system and forwards the response to the local office, generally a week later. If SAVE requests a secondary verification, State Office complies with the request and sends notification to the local office that the secondary request process has been submitted and that the response will be delayed by at least 2 weeks. When the response is received, it is forwarded to the local office.

The SAVE response should be received for all non-citizens prior to approving benefits.

If a SAVE verification is returned showing the document is not valid because it is altered or counterfeit, notification must be sent to the District Director of the United States Citizenship and Immigration Services (USCIS). The address is:

District Director
United States Citizenship and Immigration Services
Suite 100
2901 Metro Drive
Bloomington, MN 55425

(S) Client has Out of State Address but Lives in SD

If client only has an out of state address, but states they are a resident of a South Dakota county, Energy assistance workers must contact that county, and verify that they do live in state. This must be done on all cases like this, to ensure that the right verification was sent to the client if denied. If the household has an ongoing SNAP or Medical case and the address/county has already been verified, no further verification is needed.

The standard NARR should look like this:

TC [Telephone #] [Date], [First name last name], Director of Equalization for [County Name] county, verified that the home of [first name last name] is located within South Dakota

Because one of the edit checks in SSLP is to ensure that all Energy Assistance recipients reside within South Dakota, the caseworker must enter the City, Zip, and State must be changed to the nearest town to their location in that same county.

Chapter 3: Household Income

(A) Time Frames Used

The three full calendar months prior to the month the application was date-stamped are used when determining eligibility. There is an exception to this.

When the application is signed one month by the client and received in the office within the first 7 days of the next month. As a customer service feature in that case, the three months prior to the date the client signed the application may be used.

Example: If a client signs an application May 30th and it is not received until June 5th the time frame corresponding with a May application... February, March and April... can be used. However, if the application is signed May 30th but is not received until after June 7th, March, April and May is the time frame that must be used.

(B) Categorically Income Eligible

Cases will be considered “Categorically income eligible” if they meet one of the following criteria-

- a) If all individuals on the low income energy assistance application are recipients of the SNAP program and/or whose income was considered in the SNAP eligibility determination.
- b) If all individuals on the LIEAP application are recipients of a Medical Savings Program (MSP) and/or whose income was considered in the Medical eligibility determination.
- c) Supplemental Security Income (SSI) Recipients- Individuals who are recipients of Supplemental Security Income (SSI) are automatically eligible for Medicaid on the basis of their eligibility for that cash assistance program and are to be included in an assistance unit when SSI payments are expected to continue. Eligibility for SSI is determined by the Social Security Administration. For medical categorically eligible households the worker must include the SSI recipient and all income the SSI recipient received in the time frame.
- d) Newborn children-If a child is born prior to the application being approved and is not yet included on the SNAP case, the household would still be considered categorically eligible as the newborn child would have no income to include in the household.

If using more than one snap or medical savings program case for categorically eligible the cases must be the same type ie. 2 snap cases or 2 medical (QMB) but not one of each. Narration must exist on the case that two snap or 2 medical cases were used and list the second case number.

If the worker has knowledge of income in the household that is not reported or counted by SNAP, the worker is to verify the income and refer the case to Monica or Patty who will forward the information to the Regional Manager and Supervisor for that district. The case will be processed using the actual income and not the income from the SNAP case. Narration must exist on the case explaining why SNAP was not used.

If the client request's that the Office of Energy Assistance calculates their income, please refer Section E of this chapter.

(1) SNAP Categorically Income Eligible

a) Calculating Income

You can determine if a case is active by looking at the HIST.F panel, the case must be or was active in the month the application was received. The **reported** income **counted** by the SNAP case in the month of LIEAP application will be multiplied by 3 to determine the benefit level. Counted means that the SNP field in either the JINC or UNEA panel has a Y or a C, each individual panel must be checked.

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SESSION4 - EXTRA! X-treme
03/08/12 09:29          JOB INCOME (JINC.01)          ASPAFAD 01
NAME OF PERSON WITH JOB INCOME          COUNTABLE CODES          RECUR
** FIRST ** I ***** LAST ***** MOD          TANF MED SNP          FLAG
BRITNI          J PEXA          C          C          C
NAME OF EMPLOYER          SERIAL #          WORK PERM EMP          TANF CONT
HSBC          F          STATUS >120 DAYS ABWD          AMOUNT
***** DOCUMENTATION OF INCOME *****
RECEIPT GROSS WAGES WORK          RECEIPT GROSS WAGES WORK
DATE TIPS/COMM HRS          DATE TIPS/COMM HRS
1.          $          2.          $
3.          $          4.          $
5.          $          6.          $
***** TANF/SNP REPORTED INCOME *****
SOURCE VER          AMOUNT HOURS PRE-STRIKE          RPT PRD          MED AMOUNT
APPL Y          $ 1730.80 160.00 $          09 11          $ 0.00
***** BUDGETED INCOME *****
AMOUNT HOURS PRE-STRIKE
$ 1480.44 160.00 $ 0.00
CASE: 000348783 APPL NAME: BRITNI J PEXA          TNS: DZW SNS: DZW
CNTY: 01 PGMS: OPT          PERIOD: 03-12
USER: DCX FNX/MODE: STAT/D          LAST UPDATE: 09/28/11 08:42          COMMAND:
:00.1          24/72
Connected to host bluebm.state.sd.us [164.154.196.33] (SSPR3038)          Keys: 674850 Saved: 0000          NMM          9:31 AM

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This field will indicate if the income is counted or not. If there is a C or a Y that means it is counted for that program.

Examples:

a) Household applied for energy assistance on October 2, 2009. All individuals that are receiving benefits on the SNAP case are also listed on the energy assistance application. SNAP case shows \$600 Social Security, \$300 Unemployment, and \$200 Wages.

Income used for energy assistance case and entered on the worksheet income panel totals \$3,300.

Social Security – 600 x 3 = 1,800
 Unemployment – 300 x 3 = 900
 Wages – 200 x 3 = 600

b) Household applied for energy assistance and has six current household members, but SNAP has two different active cases where three of the members are on one case, and three are on another case. Income panels from both cases must be used in calculating income. Narration must exist listing both SNAP cases that were used for categorically eligible.

Income used for energy assistance case and entered on the worksheet income panel totals \$4,200.

CASE #1:

Social Security – 500 x 3 = 1,500

Unemployment – 300 x 3 = 900

Wages – 200 x 3 = 600

CASE #2:

Wages – 400 x 3 = 1,200

c) Household applied for energy assistance and has six current household members, five of the six members are on an active SNAP case, but the sixth is not. This household is not categorically income eligible and must follow normal procedures.

d) Child support paid by a categorically eligible household is listed on PNL5.04 in ACCESS on CCON. Multiply that amount by three and include that amount in the CSUP PAID on the INCO panel.

e) If the household has self-employment and they show a loss, manually deduct the loss listed on the SNAP BUSI panels from the income on the SNAP BUSI panels.

Case #1: $331.58 - 120.00 = 211.58 \times 3 = \underline{634.74}$ Transfer this amount to the worksheet income panel.

NAME OF PERSON WITH BUSINESS INCOME		REC	MEDICAL
FIRST	LAST	FLAG	CNT INCOME
JENNIFER	L WALLACE	Y	C \$ 364.16

TYPE OF SELF EMPLOYMENT		WORK	PERM	EMPL	OPTN	OPTION CODES	
CODE	DESCRIPTION	HRS	>120	DAYS	CD	1	ANNUALIZED/AVERAGED
0	DAYCARE	0.00	Y		1	2	ACTUAL GROSS AMOUNT

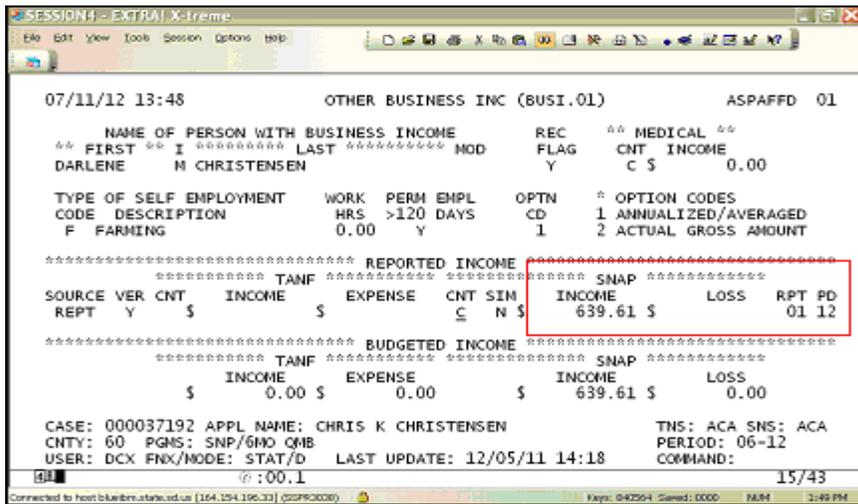
***** REPORTED INCOME *****							
TANF		EXPENSE		SNAP		LOSS	
SOURCE	VER	CNT	INCOME	CNT	SIM	INCOME	LOSS
REPT	Y	C	\$	C	Y	\$	\$
			0.00			331.58	120.00

***** BUDGETED INCOME *****							
TANF		EXPENSE		SNAP		LOSS	
INCOME	TANF	EXPENSE	INCOME	LOSS	INCOME	LOSS	
\$		\$	\$	\$	\$	\$	
0.00		0.00		331.58		0.00	

CASE: 000245723 APPL NAME: JENNIFER L WALLACE TNS: ALN SNS: ALN
CNTY: 01 PGMS: SNP/6MO TMB PERIOD: 04-12
USER: DCX FNX/MODE: STAT/D LAST UPDATE: 01/11/12 16:43 COMMAND: _

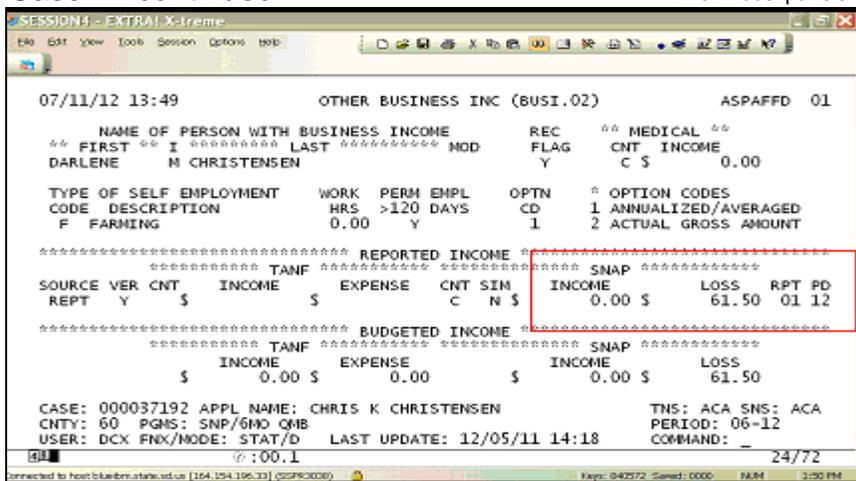
Case #2: There are multiple busi. panels on the snap case, subtract any loss listed from all busi.income. $\$639.61 - \$61.50 = 578.11 \times 3 = \1734.33 . Transfer this amount to the worksheet income panel.

1 of 2 busi panels



Case #2 continued

2 of 2 busi panels



(2) Special Households

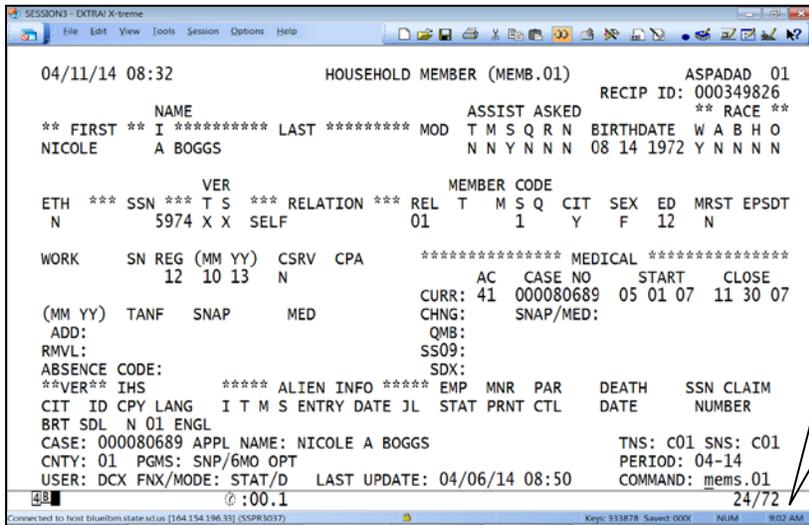
This section explains application procedures for specific households. Some of the following examples differ from general procedures. These households are considered special because their income or other circumstances are substantially different from typical SNAP households.

(3) Household Member excluded from SNAP

a. Excluded or disqualified household members, although not allowed to participate in SNAP, their income and resources are considered when determining the household benefit. For those situations listed below you would use the monthly income listed on the snap panel x 3.

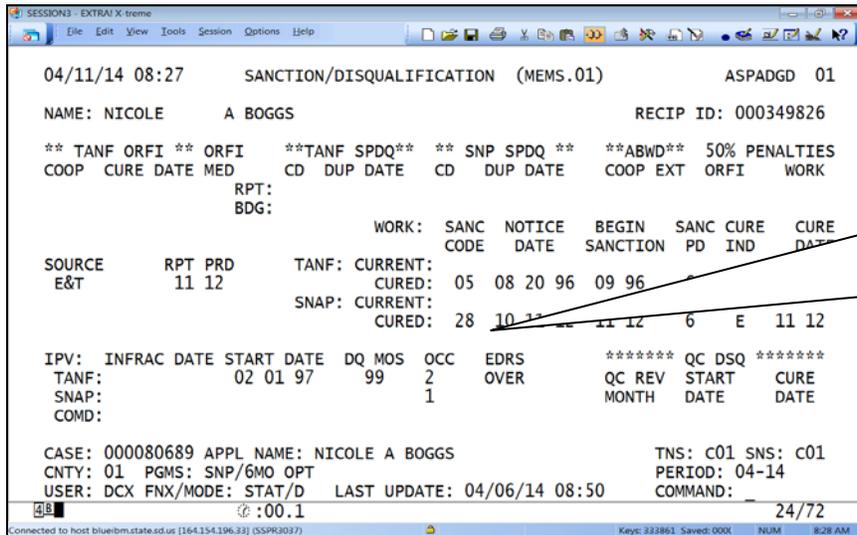
- Excluded for work registration, E & T non compliance and Voluntary quit/reduction of hours. *ACCESS: Mems panel - FS Reg. Code: "28"- Work Sanction (screen shot 1); "30"-Voluntary quit/reduction of hours. (screen shot 2)*
- Intentional program violation (IPV) *ACCESS - Mems panel - FS IPV.*
- Duplicate benefits *ACCESS - Mems panel - Spec. Disq. - "B", Dup. Date - Date 10 year time period starts.*
- Trafficking: *ACCESS - Mems Panel - Spec. Disq. - "C" Fleeing felon ACCESS - Mems - Spec. Disq.- "F".*

Disqualification from TANF/Tribal TANF ACCESS Mems panel – Spec.
Disq.: “W” for 100% sanctions and “I” for the others. Screen shot 1-Accessing the mems panel



To access the “mems” panel, from the stat panel you would type mems.XX in the command for the member you want and enter.
 Example: for member.01 in the command type mems.01 in the command and enter-this is the panel that has the codes for excluded households.

Screen shot 2- Work Sanction and Voluntary quit/reduction of hours



This screen indicates this individual has been sanctioned- Code 28. If this area has Code 30 that indicates Voluntary quit/reduction of hours.

Examples:

a.) Household applied for energy assistance on November 3rd, The SNAP household members match the LIEAP household but not everyone is receiving the benefit. You find on the narrative that one of the adults has been excluded from receiving SNAP benefits due to a work sanction. On that individuals mems panel is code 28. This household is still categorically eligible because the income of the sanctioned individual was considered when determining the SNAP benefit. SNAP case shows 1250.65 wages and 250.00 child support.

Income used for energy assistance case and entered on the INCO panel totals \$4,501

CASE#1

Wages - 1250.65 x 3 = 3751.95

Child support – 250.00 x 3 = 750.00

Household applied for energy assistance and has six current household members, five of the

six members are on an active SNAP case, but the sixth is not, he is an eats separate and does not have a SNAP case. This household is not categorically income eligible and must follow normal procedures.

4) Household member ineligible for SNAP

a. Ineligible household members, although not allowed to participate in SNAP, a portion of their income and resources are considered when determining the household benefit. **For those households listed below you would use the income on the snap panels and the income calculation worksheet.**

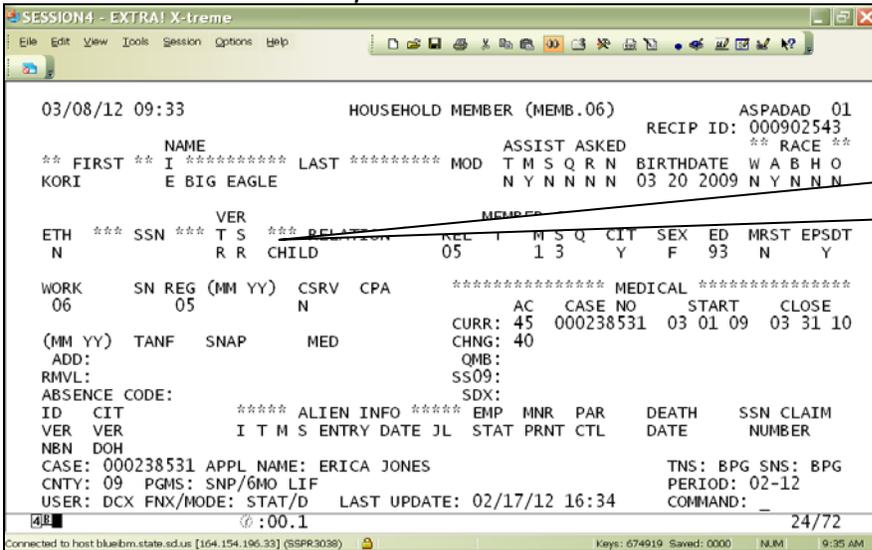
- SSN disqualified- *ACCESS: Member panel - SSN code: "R". (Screen shot 1)*
- Ineligible Alien/non citizen *ACCESS - Member panel - Alien Info Codes: "I" Ineligible or appropriate alien code. (Screen shot 2)*
- Failure to provide citizenship or alien status *ACCESS - Member panel - Alien Info Codes: "I" Ineligible or appropriate alien code. (Screen shot 2)*
- Able-bodied adults without dependents (ABAWD) who have received their time limited benefits *ACCESS -Eligibility panel – ABAWD . (Screen shot 3)*

Examples:

(a) Household applied for Energy Assistance and has 4 household members but only 3 are receiving SNAP benefits. You find the adult member is an ineligible alien. Open the income worksheet in the notices database and complete the citizenship income calculator. The adjusted income will automatically be calculated in to the household's total gross income.

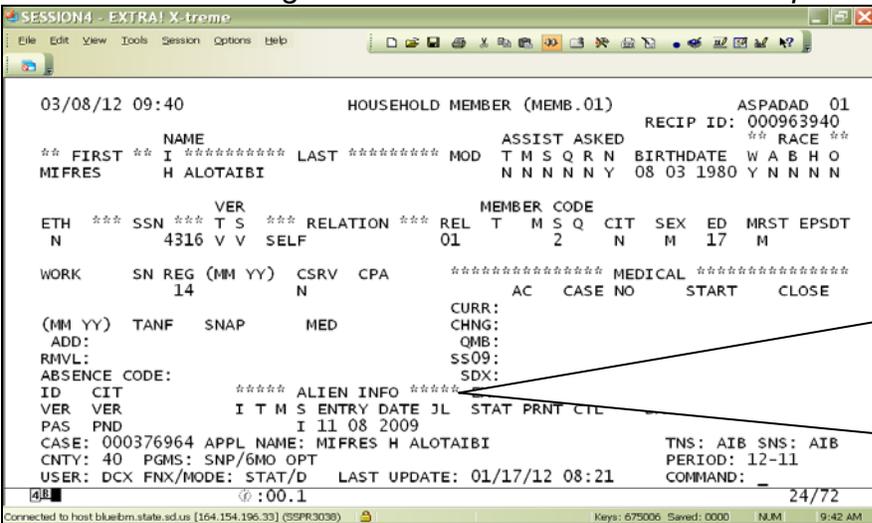
Citizenship Income Calculator							
MM	DD	YY	Total HH Members	Eligible HH Members	Eligible HH Members Income	Ineligible HH Members Income	Adjusted Income
4	14	14	4	3	3000	4000	6200

Screen shot 1- SSN Disqualified



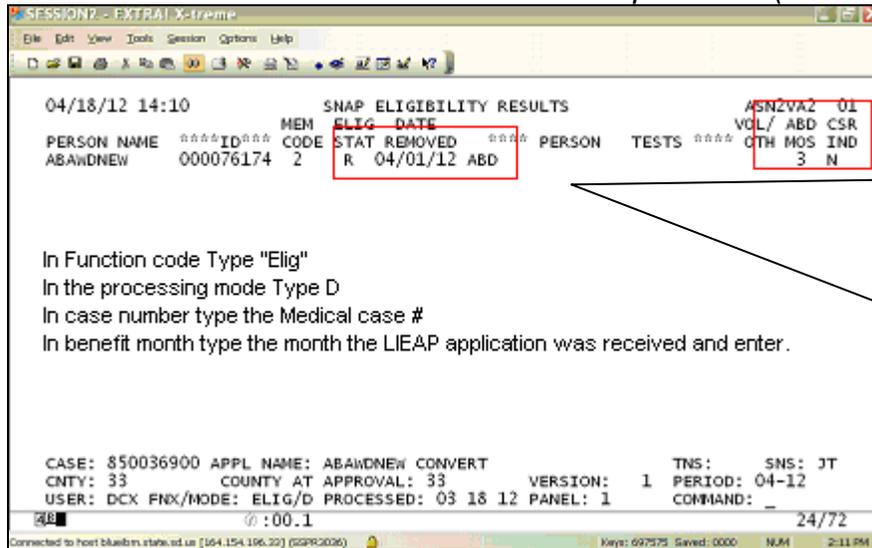
This screen shows the ineligible code "R" for SSN disqualified.

Screen shot 2- Ineligible Alien/non citizen and failure to provide citizenship or alien status.



Under Alien Info the code "I" indicates they are ineligible aliens/non citizens and are not included in the household count. "Q" indicates they are qualified aliens and are included in the household count. Any code entered here is transferred to the LIEAP member panel.

Screen shot 3- Able-bodied adults without dependents (ABAWD)



Use the SNAP elig. panel to verify ABAWD. This screen shows # of months used in the ABD MOS (3 for this case) at the right of the screen. Also if the person is ineligible due to the ABAWD status, the E code will be change to R and ABD will be the reason displayed.

5) Household Members not eligible for SNAP

- (a) These individuals are not eligible for SNAP and cannot be included in the SNAP household therefore these households are Not categorically eligible:
- Residents of boarding houses.
 - Institutional residents-this does not apply to residents of homeless shelter.
 - Students who are required to meet special eligibility criteria but fail to do so [ACCESS: Member panel-FS Reg code 14. \(Screen shot 3\)](#)
 - Individuals who are detained in Federal, State or local penal, correctional or other detention institutions.

Screen Shot 3: Ineligible student

03/08/12 09:17 HOUSEHOLD MEMBER (MEMB.05) ASPADAD 01
RECIP ID: 000390130

** FIRST ** NAME ** LAST ** MOD ** ASSIST ASKED ** RACE **
CARISSA T GUERRA N N Y N N N 05 12 1992 Y N N N N

ETH *** SSN *** VER *** RELATION *** MEMBER CODE
Y 6064 X X CHILD 05 1 Y F 13 M Y

WORK SN REG (MM YY) CSRV CPA ***** MEDICAL *****
14 N

(MM YY) TANF SNAP MED CHNG: QMB: SS09: SDX:
ADD: RMVL: ABSENCE CODE: ID CIT ***** ALIEN INFO ***** EMP MNR PAR DEATH SSN CLAIM
VER VER I T M S ENTRY DATE JL STAT PRNT CTL DATE NUMBER
AFF DOH

CASE: 000240813 APPL NAME: DINA E NAVARRETE TNS: FGO SNS: FGO
CNTY: 01 PGMS: SNP/6MO OPT PERIOD: 03-12
USER: DCX FNX/MODE: STAT/D LAST UPDATE: 03/07/12 16:40 COMMAND: -

6:00.1 24/72

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On the SNAP member panel under REG is code 14, this verifies the individual is an ineligible student.

(b) Calculated Income from SNAP Exceeds LIEAP Income Limit

If income total from the SNAP case causes the household to exceed the maximum income level, the caseworker will enter a deduction on the INCE panel CE Deduct line so the total income will equal the maximum income level. See example below:

Household of 1 income from SNAP case is \$6000, the maximum income level for a household of 1 is \$5500. The caseworker takes the total income calculated (\$6000) minus the maximum income level (\$5500) equaling \$500. The caseworker will enter the \$500 on the INCE panel as a CE Deduct.

(c) Household Member Verification

If the client reports a household member is no longer in their home and the absent member is still listed on the SNAP or medical case, the caseworker must verify with the client the date that person left the home. If verification is made by telephone the caseworker must narrate who they spoke with, date verified and the date that person moved out of the home. If verification is made by mail, documentation must exist in the client file with narrative explaining who was not included in the household. The income for the absent household member would not be counted for categorically eligible.

6) Medical Categorically Income Eligible: Medical Savings Programs (MSP) QMB, SLMB and QI

1. Case must be active or was active the month the LIEAP application was received. To verify history for all SLMB, QMB and QI-1 print the ongoing history screen from SS09. *Screen shot 1*
2. Determine if all members of the household are receiving the same type of medical assistance, ie. 2 QMB, 2 SLMB.

In SS09 verify case history. Print the (alt 1) screen . This is the case history

SS09 QUE INDI 000841253
 AGE 91 YEARS 02 MONTHS WRK ID: EPL CASE #: 000332500
 CITIZENSHIP: MCR IDENTITY: MCR RECIPIENT ID: 000841253
 LAST NAME FIRST NAME MIDDLE NAME MODIFIER
 BERNDT EMMA
 MAIL C/O: IHS: N OPS:
 MAIL ADDR: PO BOX 272 ID CARD ADDRESS INDICATOR:
 MAIL CITY: HERREID STATE: SD ZIP: 57632 0272
 RES ** RACE ** MARITAL STATUS *** SSN *** CL
 CO W A B H O ETH SEX BIRTH DATE *** SSN *** CL
 11 Y N N N N N F 02 07 1923 946
 DATE HIPAA PRIVACY NOTICE ISSUED DEATH DATE LAST REVIEW NEXT REVIEW LANG
 10 18 2013 11 08 2013 11 08 2014 01
 PROG STAT APPL DATE EFF DATE AID BEGIN DATE END DATE CAN RSN
 QMB ONG 12 22 2011 12 01 2011 71 01 01 2012
 SLMB REJ 12 22 2011 86 12 22 2011 99 CO PAY
 REN OPS
 LAST CHANGE: 11/08/2013 ** QUERY DATE 04/14/2014

The history must show case is ongoing or was active the month the LIEAP application was received.

Print form 271 Medicare Savings Program Worksheet from File Director, under Economic Assistance and under "Current" category.

Medicare Savings Program Worksheet
 Case Number: 000254914 Section: 1 11
 Applicant Information
 Name: Lois Cowen
 Age: 80
 Recipient ID: 000710876
 Family Size: 1
 Unearned Income: \$1,223.88
 Earned Income: \$20.00
 Adjusted Income for Medicare Savings Program: \$1,203.86
 Applicant is Eligible for:
 QI-1 - Aged (86)
 Eligible
 Benefits Specialist: Karen Bower Date: 12/17/2010

Case #	Last Name	First Name	Recip #	Section	County #	Scan Date	Pages
000254914	COWEN	LOIS	000710876	4, Perman...	33	10/28/2008	22
000254914	COWEN	LOIS	000710876	1, Current...	33	10/28/2008	110

The 271 medical form benefit date cannot be more than 12 months old. If the form is for 3/12 and you are processing an application from 5/13 you would not be able to use the 271 Medical form. Either the household is no longer getting the medical savings or they are now on SS09 Medical Savings which the income is then verified on SS09.

Medicare Savings Program Worksheet		01-2012	
Case Number:	000254914	Section: 1	3 12
Does a spouse reside with the applicant? (YES NO)			
Applicant Information			
Name	Lois Cowen		
Age	81		
Recipient ID	000710876		
Disa before 65?	N		
Family Size			
Unearned Income		General Income Disregard	\$ 1,262.50
Earned Income			20.00
General Income Disregard (not already taken)			
Work Expense Disregard (up to \$65)			
Impairment Related Work Expenses			
Blind Work Expenses			
Amount for Approved Plan to Achieve Self-support (PASS)			
Court-Ordered Child Support paid by Ineligible Spouse			
Adjusted income for Medicare Savings Program		\$ 1,242.50	
QMB Limit 100% FPL	SLMB Limit 150% FPL	QI-1 Limit 135% FPL	
\$ 931	\$ 1,117	\$ 1,267	
Applicant is Income Eligible for:			
QI-1 - Aged (86)			
Eligible			
Benefits Specialist:	Karen Bower	Date:	02/02/2012
Household Composition:	Lois		
Social Security Number:	504 48 3902		
Medical Insurance:	Medicare		
Resources:	Bank; checking with \$1101.55, savings- \$1061.36, cars: 01 escort		
Income:	ssa- \$917 per bnxv; state retirement		
Referrals:			
Actions Taken:			
Changes during certification:			

Take the unearned income and the earned income from the fields highlighted in Red X 3 and transfer the total to the application worksheet income panel under "OTHER" income.

3. SS09 QMB, SS09 SLMB and QI-1 Categorically Eligible.

Categorically eligible QMB/SLMB/QI recipients: Individuals categorically eligible for QMB/SLMB or QI **will not have the medical savings worksheet** (form 271) in file director. To verify active case history for SLMB, QMB and QI-1 medical case go to the SS09 system. Do a person search for each individual-the first screen (alt 1) in SS09 indicates if the case is ongoing or closed. An active case must include the month the LIEAP application was received.

SS09 active medical case history (alt 1)

```

SESSION4 - EXTRA1 X-treme
File Edit View Tools Session Options Help
SS09 QUE INDI 000841253
AGE 91 YEARS 02 MONTHS WRK ID: EPL CASE #: 000332500
CITIZENSHIP: MCR IDENTITY: MCR RECIPIENT ID: 000841253
LAST NAME FIRST NAME MIDDLE NAME MODIFIER
BERNDT EMMA
IHS: N OPS:
MAIL C/O: PAYEE CODE:
MAIL ADDR: PO BOX 272 ID CARD ADDRESS INDICATOR:
MAIL CITY: HERREID STATE: SD ZIP: 57632 0272
RES ** RACE ** MARITAL
CO W A B H O ETH SEX BIRTH DATE STATUS *** SSN *** CLAIM NUMBER
11 Y N N N N N F 02 07 1923 9464 503181105D
DATE HIPAA PRIVACY NOTICE ISSUED DEATH DATE LAST REVIEW NEXT REVIEW LANG
10 18 2013 11 08 2013 11 08 2014 01
PROG STAT APPL DATE EFF DATE AID BEGIN DATE END DATE
QMB ONG 12 22 2011 12 01 2011 71 01 01 2012
SLMB REJ 12 22 2011 86 12 22 2011 99 CO PAY
REN .00
OPS
LAST CHANGE: 11/08/2013 ** QUERY DATE 04/14/2014
00.1 01/16
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The history must show case is ongoing or was active the month the LIEAP application was received.

For QMB, SLMB or QI individuals that do not have the Medical Savings Program form 271 in file director you will use the Que Budget Screen (alt 2), use the total income less medicare premiums X 3 for gross income.

SS09 Que Budget Screen-income screen (alt 2)

SS09 QUE BUDG 000841253
AGE 91 YEARS 02 MONTHS WRK ID: EPL CASE #: 000332500

LAST NAME	FIRST NAME	MIDDLE NAME	MODIFIER
BERNDT	EMMA		
SSI SUPPLEMENTAL PAYMENT: CODE:	DATE:	GRANT:	.00
CURRENT MONTH INCOME		CURRENT MONTH DEDUCTIONS	
SOC SECURITY	464.00	PERSONAL ALLOWANCE	464.00
VETS PENSION	.00	SPOUSE ALLOWANCE	.00
AAYA	.00	DEPENDENT ALLOWANCE	.00
SSI	.00	MEDICARE PREMIUM	.00
RR RETIRE	.00	PRIV HEALTH INS (1)	.00
OTHER PENSION	.00	PRIV HEALTH INS (2)	.00
EMPLOYMENT	.00	EMPLOYMENT	.00
OTHER INCOME	.00	OTHER DEDUCTIONS	.00
TOTAL	464.00	TOTAL	464.00
MED RES		RATE	.00
2		CREDIT	.00
		GRANT	.00

LAST CHANGE: 11/08/2013
** QUERY DATE 04/14/2014

Take the total income from the SS09 Budg screen X 3 on your worksheet and transfer to other income on the application worksheet .

(C) Zero Income

When an applicant claims little or no income for the past three months, question the applicant about how living expenses (rent, utilities, food, home supplies, etc.) were met during that period of time.

(D) Income Rounding

Enter the actual dollar amount including the cents for each income type on the application worksheet income panel, the system will automatically round each income type down.

(E) Verification of Income

Applicants are required to provide verification of all income received in the required reporting period. Individuals that are categorically income eligible do not need to provide verification of income. The income and child support expense panels from the SNAP benefit file must be included as part of the energy assistance record. For medical the 271 form Medicare savings worksheet, que budget screen must be included as part of the energy assistance record. There are situations where the client may have special circumstances surrounding their ability to obtain and submit the necessary verifications. The caseworker should exercise prudent judgment as to whether or not the client may have physical, mental limitations or communication limitations such as no telephone or transportation. In no situation is it the responsibility of DSS to obtain information for clients simply because they are unwilling to obtain it themselves.

(1) Refusal or Failure of Employer to Provide Information

In situations where an employee/employer relationship is terminated and the employer refuses to provide wage verification to the applicant due to the nature of the termination or because of

the employer's policy, DSS may provide a copy of the Authorization to Furnish and Release Information page to the employer and request that information be provided directly to DSS.

(2) Verification from ACCESS

Income verification found on the ACCESS system that has been received within the 3-month LIEAP report period is acceptable as income verification. The programs using ACCESS are required to obtain those verifications and keep them on file.

(3) Verification by E-mail

If verifications are obtained by e-mail, a copy of that e-mail should be kept as part of the client file.

(4) Verification by Phone

Verifications obtained by phone should be narrated. The narration should include the date verification was obtained and the source of the verification.

(5) Verification by Declaration

If the household declares income on the application but cannot provide further verification and there are no other means of verifying the income, the caseworker may obtain the information either by phone or by mail. If received over the phone, the caseworker must narrate the individual they spoke with, date verified, type of income and how often received. If received by mail, documentation must exist in the client file with narrative explaining what income was declared.

(E) Income Inclusion/Exclusion Table:

Income	Definition	Count
Wages (including from a S corporation), internships, salaries, tips, commissions, bonuses, royalties, VA Caregiver Stipend and any other taxable forms of financial compensation for services provided	Count gross income received in previous 3-months.	Y
Self Employment	Income is the net profit/loss plus depreciation. For households with self-employment, eligibility must be determined based upon the household's most recent Federal Income Tax Return. If the client has not generated enough income to require a tax return to be filed, the client must complete a self-employment ledger for the prior calendar year (January 1 – December 31.) 1099-MISC tax form indicates income only	Y

Other Self Employment Situations:

a) New Self-Employment or Substantial change in Self-Employment	If a household has self-employment income which has just started in the calendar year and would not be reflected on the most recent Tax Return OR the most recent Tax Return does not accurately reflect current circumstances due to a substantial change (ie, health problems, business is now a *Corporation or S Corp, etc) the client must be required to provide self-employment ledgers for the 3-month LIEAP report period verifying income and expenses for the period *except for Corporation or S Corp.	Y
b) Self-Employment That Has Ended	If a client previously had self-employment and reports that it has ended, the client must provide a signed statement indicating the date the business was no longer in operation. If the business ended within the 3-month LIEAP report period, the client must provide self-employment ledgers for the months the business was in operation during the period.	Y
c) Ending One Type of Self-Employment and Starting Another	If a client reports to have ended one type of self-employment and begun another type of self-employment within the 3-month reporting period, income for the new self-employment will be calculated in the same manner as (a) New Self-employment. If the previous self-employment ended within the 3-month reporting period, that income will be counted in the same manner as (b) Self-Employment That Has Ended.	Y
d) S-Corporation and Corporations Income	Wages paid to the individual from the corporation are counted as earned income. The individual is not considered Self-Employed. Income Tax Return is required to determine it is an S-Corp by 1120S or a Corporation by 1120 exception *if the business has been incorporated and the current tax return does not reflect the change, documentation from the IRS must be obtained verifying the business is now a Corporation or S Corporation.	Y
e) Self-Employment all other Corporations and Partnership	Income is the net profit/loss plus depreciation. For households with self-employment, eligibility must be determined based upon the household's most recent Federal Income Tax Return. Forms 1065 US Partnership and K-1 are required to calculate income.	Y
Income Paid to Protective Payee	Some payments such as child support, SSI, etc., are made to protective payees. <i>If the payment is intended for a LIEAP household member, it is countable when determining eligibility.</i>	See Example Below
Examples of Protective Payee:		
A LIEAP household contains an individual who is eligible to receive SSI. However, that payment is actually sent to a protective payee who is NOT a member of that household. Since the SSI payment is intended for the individual, that income IS countable when determining income eligibility for that household even though it is not sent directly to the household.	Y	

A LIEAP household member is the protective payee for an individual who is NOT a household member. That income is NOT countable when determining income eligibility for that household.		N
A LIEAP household member is the protective payee for an individual who is a household member. That income IS countable when determining income eligibility for that household.		Y
Alimony or Spousal Support	Count the gross monthly payment received in the 3-month time frame.	Y
Annuity, Pension, and Retirement	Any non-lump sum gross annuity, pension, and retirement payments less Medicare Part A insurance premiums and Medicare Part D Prescription Drug received in the 3-month time frame are considered income when determining eligibility. 1099 –R tax form	Y
Trusts	If received less than monthly, count amount received during year and divide by four. If received monthly, count previous three months.	Y
BIA General Assistance	The net income is considered when determining eligibility.	Y
Capital Gains	Stocks, bonds, mutual fund shares, and savings certificates. 1099 –DIV tax form	N
Cash Gifts (One time)	Do not count cash received as gifts for recurring occasions such as birthdays and Christmas.	N
Cash Gifts (Monthly)	If applicant lists gifts for all three months on the application, that will count toward the households income.	Y
Cash Which is Administratively Difficult to Calculate & Verify	Do not count: 1. tribal lease income 2. interest/dividend income from a bank or credit union account 3. patronage dividend i.e. money returned for using services such as telephone, utility, insurance, gas	N
Rental Income	The rental income minus the deductions and plus depreciation from the self-employment rental sheet, divided by four is counted. If received bi-annually, add two payments together and repeat step above. 1099-MISC tax form indicates income only	Y
Census	Do not count money earned from taking the census, unless it is the individual's full time job.	N
Child Support	Child support payments received in the 3-month time frame are considered income when determining eligibility. Child support is considered income of the caretaker. If children left the household prior to the application being submitted but in the last three months and child support was received for those children, the amount of child support received is considered when determining eligibility.	Y
Child Support Paid to a Non-household Member	Do not count income withheld or used to pay child support.	N

Children in Subsidized Adoption, Subsidized Guardianship	Monies received for subsidized adoption are NOT considered income when determining eligibility.	N
Children or Adults in Foster Care or DSS Kinship Arrangement	If children or adults in Foster Care or DSS Kinship arrangement are included in the household the income received for those individuals IS considered when determining eligibility.	Y
Children or Adults in Foster Care or DSS Kinship Arrangement	If children or adults in Foster Care or DSS Kinship are NOT included in the household then the income would NOT be considered when determining eligibility.	N
Educational Income	All educational income (Title IV, BIA educational income, scholarships, educational grants, fellowships, deferred payment loans for education, veteran's educational benefits) is excluded from income-regardless of earmarking or use.	N
Educational Work Study/Graduate assistantship	Do not count Educational Work Study or Graduate Assistantship.	N
Income of Individuals Under 18 years of Age	Do not count earned income of a household member who is under the age of 18 or, if still in high school, under the age of 19.	N
Income of Past Household Members (adults)	Income of household members (excluding children) that were in the household in the previous three months from applying, but no longer in household when the application was received.	N
Income of Past Household Members (children)	TANF and child support are considered income of the caretaker. If children left the household prior to the application being submitted but in the last three months and TANF or child support was received for those children, the amount of TANF and child support received are considered when determining eligibility. SSI or Social Security are considered the income of the child so any amounts received during the prior three months for children that have left the home are not considered when determining eligibility.	Y
Income paid between members when both are on the LIEAP case	Do not count any form of income paid from one member to another member – example one person paying the other person for babysitting, rent, utilities, etc....	N
Income Withheld by Other Programs	Do not count income withheld by other entitlement programs to recover overpayments made to a household member by the other program.	N
Ineligible Aliens Income	When meeting all above criteria, a portion of an ineligible aliens income is counted toward the households total income using the following formula. Use the citizenship worksheet found in the notices database and enter the necessary information –this will calculate the portion of income that will be used as countable income in the household.	Y
Insurance Settlements	Do not count insurance settlements replacing personal or real property.	N

JTPA Educational & Employment Training Reimbursements	Do not count JTPA educational & employment training expense reimbursements.	N
Jury Duty	Jury Duty pay received in the 3-month time frame is considered income when determining eligibility.	Y
Long Term Care Insurance	If received monthly, count the amount received in the 3-month time frame.	Y
Loans	Includes reverse (lifetime) mortgage	N
Lottery or gaming winnings	If received in the 3 month LIEAP time frame count entire amount.	Y
Lump Sum Payments	Non-employment related lump sum payments are NOT countable as income even if received in the 3-month time frame. This includes: 1. corrective payments from Social Security/SSI/Civil Service 2. funeral expense payment from Social Security 3. corrective payment from VA, one time payments from welfare agency 4. tax refunds 5. earned income tax credits 6. and advanced earned income tax credits (EITC) 7. inheritance 8. 401k/IRA 9. Money from CD's	N
Military Pay (Not in household)	If a household member is in the military and is stationed away from home, do NOT count the income of the person serving in the military. Only the income of those residing in the household at the time of eligibility determination must be counted.	N
Military Pay (In household)	BAH and BAS are countable forms of income.	Y
Money Derived From Work Programs	Do not count money derived from programs established under Title III or Title V of the Older Americans Act of 1965, such as experience works (formerly Green Thumb), foster grandparents, retired senior volunteer programs, older Americans community service programs, VISTA program, and senior companion program. community work experience programs, tribal work experience programs, VA Compensated Work Therapy and Job Corps programs	N
Clergy Income	Count all gross income received as well as housing allowances. If housing allowance isn't shown, worker must request it.	Y
Plan to Achieve Self-Support (PASS) Fund	Money diverted from an individual's income to a PASS account is excluded as income	N

Payments Made on Behalf of Household	Do not count payments made to others on behalf of household members	N
Proceeds From The Sale of Property	Do not count the proceeds from the sale of a home or farm, a liquidation auction, or the sale of property not normally sold in the household's regular course of doing business. This includes contract for deeds and the Cobell Land Settlement land buy back program.	N
Reimbursements	Do not count reimbursements for expenses, such as medical expenses, mileage incurred in connection with employment, and other employment-related expenses. This includes medical reimbursements from the VA. Social Security, QMB, and SLMB Medicare premium reimbursements.	N
Social Security/SSI	The gross income less Medicare Part B insurance premiums and Medicare Part D Prescription Drug premiums from social security and SSI are considered when determining eligibility.	Y
Stocks and Bonds	Stocks and bonds are NOT countable as they are considered a capital gain	N
TANF	The net income is considered when determining eligibility. TANF is considered income of the caretaker. If children left the household prior to the application being submitted but in the last three months and TANF was received for those children, the amount of TANF received is considered when determining eligibility.	Y
Tribal Per-Capita payments	The first \$2,000 (for each recipient in a household) of tribal per capita payments must be excluded . <ul style="list-style-type: none"> ▪ Payments made out of income from tribal lands ▪ Payments made out of tribal judgment trust funds ▪ Any other source except gaming revenues 	
Utility Allowances	Utility Allowances received from subsidized housing assistance programs are NOT countable.	N
Unemployment Insurance	All UI payments received are countable.	Y
VA Benefits	Medical expenses are already calculated into the formula the VA uses to determine the amount of the benefit so the gross amount of the award less Medicare Part B insurance premiums and Medicare Part D Prescription Drug premiums is considered income when determining eligibility.	Y
Vietnam War Veterans	VA provided monetary allowance to children of Vietnam War veterans born with congenital defect spina bifida and other certain birth defects. <ul style="list-style-type: none"> ▪ The Department of Veterans Affairs (VA) provides monetary allowances to children of Vietnam War veterans born with the congenital defect spina bifida. ▪ The VA also provides monetary allowances to children of woman Vietnam War veterans born with certain birth defects. 	N

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">▪ The monetary allowances are paid at a rate based on the child's level of disability. The allowance can be paid to adult children. | |
|--|---|--|

Chapter 4: Benefits, Heat Source & Heating Cost

(A) Benefit Determination

The amount of benefits a household is entitled to receive is based on household's income, heat type and residence information. Any assistance not spent during the heating season does not remain available for use.

Once an initial payment has been made to the case, changes in income, benefit level, heat type, or region will not be made to the case, however households that have dual-heat may change the heat type but no adjustment will be made to the benefit level. The vendor cannot be changed after a payment has been made unless the client moves, installs a new or different heating system using a different primary heating source type, or if a vendor refuses to serve the client.

(B) Payment of Benefits

(1) Benefits Paid Directly to Vendors

Benefits are paid directly to vendors on behalf of the household for eligible unpaid heating bills for their primary heating source until the benefit is exhausted or the heating season ends, whichever occurs first. The heating supplier will be notified of client eligibility and may then submit claims for unpaid heating costs incurred as follows:

Fuel Oil & Propane	July 1 – April 30
Natural Gas & Electric	October 1 – May 15

Fuel Oil & Propane

Only the main tank may be filled for homes, no storage tanks may be filled with Energy Assistance benefits. The only situation where small tanks are allowed to be filled is when the household is a camper.

Any fills paid for with LIEAP benefits and not completely used when vacating the home will remain in the tank it was delivered too. If the propane/fuel oil can be removed the vendor will credit the State for propane/fuel oil removed. If it cannot be removed it is at the discretion of the tank owner and vendor if the tank will remain at the present location or be moved with the client.

(2) Benefits Paid for Heat-In-Rent Households

When the household's rent includes the cost of heat, a LIEAP payment of up to 30% of the monthly rent is paid to the client for *unpaid* rental obligations until the benefit is exhausted or the heating season ends, whichever occurs first. There are different types of households that fall under this category, they are as follows-

- Apartment Buildings
- Condominiums- If heating costs are included in the association fees, LIEAP will pay 30% of those fees
- Hotel- If residing in a hotel, LIEAP will pay 30% of the monthly cost

For applications approved prior to October 1st, benefits will be paid at the end of September for October's heat portion of rent cost.

For example: A household is approved for LIEAP in September. At the end of September, a check will be issued for the heat portion of October's rent. This will continue through the April rent amount or until the benefit amount has been exhausted, whichever occurs first.

For applications approved after October 1st, LIEAP benefits may be paid for *unpaid* heat portions of rent amounts for the months of October through April.

For example: A household is approved for LIEAP on November 5th. The household still owes a portion of October and November's rent. 30% of the rent amount will be paid for October and November. Then beginning at the end of November, payment will be made for December's rent amount.

If informed of a change in rent amount of greater than \$20, send **Landlord Change in Rent Form** to Landlord to verify new rent amount Change rent amount in system to match what is indicated on the form.

(3) Benefits Paid for Heat Paid to Landlord in Addition to Rent

When the heating bill is in the landlord's name and he/she is responsible for paying the heating costs directly to the vendor/energy supplier and seeks reimbursement of the cost from the household, the landlord is considered the vendor and may submit claims for the household's actual heat cost.

Monthly payments to the landlord/vendor will continue until the benefit is exhausted or the heating season ends, whichever occurs first.

(4) Benefits Paid for Wood, Coal, Kerosene and Other Alternative Heat Sources

LIEAP eligible households whose primary heat source is wood, coal, kerosene and other alternative heat sources, such as corn or pellet stoves, will receive a check directly to them for the entire benefit amount.

(C) Verification of Heat Source/Supplier

Heat source/supplier may be verified by a recent heating bill, fill ticket, a phone call to the vendor or an e-mail to the vendor. Verification must be kept in the client's file. If information is verified by phone, narration must indicate the date of contact and name of person providing the verification.

Applicants are required to provide documentation of their heating costs with their application. If the heat supplier was verified previously, the applicant has not had a change of address, and lists the same heat supplier as the previous year on the application, the prior verification of heat supplier is sufficient verification for the current year's application.

To request that information again would unnecessarily add to the program costs and delay an eligible client from receiving benefits in a timely manner.

The caseworker must ensure that the previous verification is part of the current case file. The caseworker should print the verification from File Director and place with the current application along with other documents to be scanned.

(D) Heat-in-Rent Information and Verification

In situations where heat costs are included in the rent, the Heat in Rent Agreement or current housing forms must be used to verify the household's rental obligation and that the heat is included in the rental obligation. The housing form can only be used if there is a signed heat in rent agreement on file for that landlord and client address. A "current" housing form must not be more than 12 months old from the current date, must indicate the client address, effective date, total tenant payment, the information must be legible and signed by the client. If using a housing form you must ensure the previous heat in rent agreement is part of the current case file. The caseworker must print the Heat in Rent Agreement from File Director and include with the current application and other documents to be scanned. Current housing forms include but not limited to: HUD 50058, HUD 50059, HUD 52641, HUD 52517, HUD LIHTC.

Heat-in-Rent

An independent living situation where a household indirectly pays for heat in the form of rent to a landlord and does not share the heat or living space with the landlord. If it is a shared living arrangement with the landlord, it must be processed as a regular case and all household members must be counted when processing the application.

Heat-in-rent households with a \$0 Tenant Payment do not have a heat cost and are not eligible for LIEAP.

Heat-in-rent households when a change in rent is indicated on the heat-in-rent form.

When a heat in rent form is received from a landlord and lists the current amount of rent and a future amount of rent, the worker will need to look at the effective dates of the rent amounts to determine which amount to use. If the future amount begins in October the worker will use the future amount. Examples below:

1. Heat in rent form received July 7th states current rent is \$256.00 and in September rent will change to \$242.00. The worker would use the future amount of \$242.00 as that is the amount of rent being paid for October when the heat in rent payments begin.
2. Heat in rent form received August 2nd states current rent is \$175.00 and beginning November 1st rent increased to \$225.00. The worker would use the current rent amount of \$175.00 for October and then would need to update the rent amount to \$225.00 for November. If there is a question on the effective date or rent amount the worker needs to make contact with the landlord to verify correct information.

The Landlord Agreement instructs the landlord to inform the Office of Energy Assistance if the Tenant Payment is reduced to zero. If notification is received that the Tenant Payment has been reduced to \$0, the case should be put into NP5 status since the client no longer has a heating cost. If later notified in the same heating season that the same client's rent has again changed and once again has a Tenant Payment, the case will be reopened and payments will resume at 30 percent of the new rent cost. These situations need to be well-documented.

(E) When Primary Heat Source is Inaccessible to Client

A Client will be allowed to use electric heaters as their primary heat source ONLY if they are unable to use their primary heat source due to one of the following reasons:

- a. Their furnace is inoperable and they do not qualify for furnace repair or replacement;
- b. The household does not qualify for the re-connect program;

The caseworker must verify with the client's original primary heat source supplier that the client is disconnected or that the vendor is unwilling to deliver fuel or propane to the client. The caseworker must also document this information either on the SS80 system or on the case file worksheet.

The caseworker should discourage the household from considering this as a heating option if at all possible because space heaters are only meant to supplement primary heating sources and are not intended to be run for extended periods of time which would create a fire hazard.

Chapter 5: Emergency Crisis Intervention Program

The Energy Crisis Intervention Program (ECIP) is operational October 1st through March 31st. The ECIP program has three categories depending on the level of service required.

(A) Life-Threatening Situation

An **eligible** household must receive some form of assistance no later than 18 hours after the household applies for emergency assistance. Life threatening situations include-

1. No heat in home due to primary heat source or electricity being disconnected
2. No heat in home due to furnace not operating
3. Household does not have alternate or temporary heat source
4. Temperature is or will be less than 50 degrees within the 18 hour timeframe

For situation 1. The Energy Assistance Worker will contact with the primary heat source and/or electric vendor to ensure reconnection in a timely manner.

For situation 2. The Energy Assistance Worker must contact the appropriate community action agency to inform them that the household is without heat and has no alternative or temporary heat source and requires immediate assistance.

(B) Not Immediate Life-Threatening Situation

An **eligible** household must receive some form of assistance no later than 48 hours after the household applied for emergency assistance. Not immediate Life-Threatening situations include-

1. No heat in home due to primary heat source or electricity being disconnected
2. No heat in home due to furnace not operating
3. Household does have access to an alternative or temporary heat source
4. Temperature will not fall below 50 degrees within the 48 hour timeframe

For situation 1. The Energy Assistance Worker will contact with the primary heat source and/or electric vendor to ensure reconnection in a timely manner.

For situation 2. The Energy Assistance Worker will contact the appropriate community action agency to inform them that the household is without heat and has access to an alternative or temporary heat source.

(C) Crisis Prevention

Situations that include Crisis Prevention include-

1. Disconnect and Shut-Off Notices
2. Less than 20% Remaining in Fuel Tank/Cash on Delivery
3. Eviction Notices (Heat-in-Rent/Heat Paid in Addition to Rent)
4. Emergency Furnace Repair

Disconnects and Shut-Off Notices

If a client submits an application and provides a copy of a disconnection or shut-off notice for the household's primary heat source or electric service if it is required for the primary heat source to operate, the application will be processed as an ECIP if all verifications necessary to determine eligibility have been received from the client.

If an application has been received and the client later calls to report they have received a disconnection or shut-off notice, the case will not be considered an ECIP until a copy of the notice has been received from the client as well as all other verifications necessary to determine eligibility.

Resolution of an outstanding balance is an issue between a customer and their heat supplier. The decision to disconnect the applicant for non-payment always rests with the heat supplier. The responsibility for making payment arrangements to liquidate the outstanding balance always rests with the supplier regardless of whether or not the customer qualifies for LIEAP.

Less than 20% Remaining in Fuel Tank/Cash on Delivery

If a client applies and either indicates on the application or later via phone call that they have less than 20% remaining in their fuel oil or propane tank **and** the supplier requires cash-on-delivery, the application will be processed as an ECIP if all verifications necessary to determine eligibility have been received from the client. If the supplier **does not** require cash-on-delivery, the case **will not** be considered an ECIP as the supplier is willing to deliver fuel which is eligible to be billed to and paid by LIEAP.

Fuel oil or propane usage is not metered, so self-reporting of the less than 20% remaining in the tank is acceptable.

The client must provide verification from the supplier that their fuel delivery status is cash-on-delivery.

These cases cannot be considered as an ECIP prior to October 1st or after March 31st. If the client has already been approved for assistance for the current heating season, no further action is necessary as assistance is already available to the client.

If the fuel oil/propane client has met both of the above-mentioned ECIP requirements and has provided all verifications necessary to determine eligibility, the case must then be considered an ECIP.

Eviction Notices (Heat-in-Rent/Heat Paid in Addition to Rent)

Clients may be considered an ECIP if heat is included in the cost of rent or is paid in addition to the cost of rent and the client has received an eviction notice for non-payment.

If an application has been received, but not processed yet, and the client later calls to report they have received an eviction notice, the case will not be considered an ECIP until a copy of the notice has been received from the client as well as all other verifications necessary to determine eligibility.

If the eviction is scheduled to occur prior to October 1st, the circumstances of the household will not be known until contact is made with the household.

Emergency Furnace Repair

Clients who own their home, have been approved for energy assistance and have a furnace that is not working properly may qualify for Emergency Furnace Repair.

IF YOU OWN YOUR HOME AND HAVE A **FURNACE** THAT ISN'T WORKING RIGHT, *BEFORE* YOU HAVE THE FURNACE REPAIR DONE, CALL 1-800-233-8503 AND THIS OFFICE WILL REFER YOU TO THE APPROPRIATE COMMUNITY ACTION AGENCY SO THEY CAN DETERMINE WHETHER IT IS AN ELIGIBLE REPAIR.

For clients approved for energy assistance who rent their dwelling unit, upkeep and repair of the furnace is the sole responsibility of the landlord and cannot be paid under the Emergency Furnace Repair component of the program.

(E) Re-Connect Program

This program has a capped funding level and once the funds are exhausted or when the ECIP Program ends on March 31st the program ends. If an application **and** a disconnect notice or eviction notice is received in the office or postmarked by March 31st and additional information is needed to determine eligibility - the reconnect component of the program may still be used once eligibility is determined. The intention of this program is to assist eligible LIEAP households who are not able to utilize their LIEAP assistance due to disconnection of services with their current provider(s) or they are due to be evicted. Payments will not be made for any bill other than electric, heat (ie water, sewer, garbage), or past due rent (eviction notice required, HIR and heat in addition to rent cases only). In addition, payments will not be made for tank rent or cost to set a tank or any fee that is assessed due to past fraud. For example, a revenue protection fee was required because it was determined that the household had turned the gas on and had lit the pilot lights prior to the company connecting.

Contact should be made with the vendor to ensure that the figure they have provided is the minimum they are able to accept to accomplish the reconnection.

The maximum amount that will be authorized to assist with reconnection is \$1,200. If the total required to complete the reconnection exceeds \$1,200, the \$1,200 will NOT be authorized until the household has sufficient funds from other sources to accomplish the reconnection.

If it is determined that more than one bill for more than one individual is involved in the reconnection, only one individual's bill will be paid and that is the individual that is applying for assistance.

- The household must be determined eligible for LIEAP and have an assistance balance remaining.
- The household must have a primary heat source of electricity, propane, natural gas or fuel oil.
- The household must have their electricity or natural gas disconnected or refusal to deliver for fuel oil or propane, or have a verified disconnection notice. Written or phone verification is needed in all cases.

Payment of benefits under this program component entered into FURN, ADDR panel.

If there are outstanding heating bills between Oct 1st and the end of the current heating season, any LIEAP assistance will be used to pay those. The reconnection program will pay the remainder of the outstanding bills. (Ex: Client applied on Jan 21st, and they have a disconnect notice that has past due bills from October, November, and December of that heating season totalling \$325, where the total disconnection fee is \$500. The client has \$500 remaining in LIEAP assistance. Of the \$500 of remaining LIEAP Assistance, \$325 will go towards the disconnect fee because they are bills from the current heating season, leaving \$175 remaining for assistance. So \$175 will be left over as the client responsibility, and if the client is unable to pay, and unable to get any outside assistance, the Reconnection Program can be used.

Chapter 6: Native American Households

Federal Regulations allow Tribal entities to administer their own LIEAP. Native American households residing within Tribal service areas cannot be served by the State. ARSD 67:15:01:01 defines “Indian Household” as a household which is located in a county or portion of a county served by the Tribe and has an Indian as a head of household.

(A) Native American Household Residing Within a Tribal Service Area

In situations where Tribes have borders consistent with county borders and have their own LIEAP programs, the Tribe is responsible to provide services for all Native American households residing within the county borders. Native American households residing within a Tribal Service area may not receive LIEAP though the State.

The funding Tribes receive is based on census data for all Native Americans in their service area NOT just individuals enrolled in that tribe. Tribal Energy assistance programs have the responsibility to serve all Native American households residing in the service area even if that Native American is not enrolled in that tribe. The state will not provide assistance to Native American households residing in the tribal service area even if the Tribal energy assistance program has expended all of their funds for the heating season.

An application received from a household consisting of a Native American adult and non-Native American adult residing within a Tribal Service area can be approved unless the household has already received Tribal Energy assistance.

Tribal LIEAP Programs	Counties Served
Cheyenne River Sioux Tribe	
PO Box 590	21 Dewey County
Eagle Butte, SD 57625-0020	64 Ziebach County
Ph. 964-8384 Fax: 964-8383	
Contact name: Anita Thompson Email: aa.thompson@Live.com	
Lower Brule Sioux Tribe	
PO Box 187	43 Lyman County (portions of)
Lower Brule, SD 57548-8500	57 Stanley County (portions of)
Ph. 473-5561 Fax: 473-5606	
Contact name: Ms. Trish Lundell Email: tlundell@lowerbrule.net	
Oglala Sioux Tribe	
PO Box 1051	04 Bennett County
Pine Ridge, SD 57770-0379	36 Jackson County
Ph. 867-5169 Fax: 867-1550	65 Shannon County
Contact name: Susan Two Crow Email: osteandh@gwtc.net	

Rosebud Sioux Tribe	
PO Box 430	27 Gregory County
Rosebud, SD 57570-0430	48 Mellette County
Ph. 747-5273 Fax: 747-5260	59 Tripp County
Contact name: Eileen Shot Email: eileenshot@yahoo.com	67 Todd County
Sisseton-Wahpeton Sioux Tribe	
STATE OF SOUTH DAKOTA IS ADMINISTERING LIEAP	
PO Box 509	19 Day County
Sisseton, SD 57262-0209	46 Marshall County
Ph. 698-4400 ext. 206 Fax: 698-3708 or	54 Roberts County
Contact name: Ms. Lynette Bernard Email: lennie63bern@hotmail.com	
Standing Rock Sioux Tribe	
PO Box D	
Ft. Yates, ND 58538	16 Corson County
Ph. (701) 854-7588 Fax: 701-854-3989	
Contact name: Irma Walking Elk Email: iwalkingelk@standingrock.org	
Yankton Sioux Tribe	
PO Box 1153	12 Charles Mix County
Wagner, SD 57390-1153	
Ph. 384-3641 ext. 1012 Fax: 384-5496	
Contact name: Ms. Lori Hare. Email:lori_hare79@yahoo.com	

Chapter 7: Client Moves

Unreported client moves are generally discovered from returned correspondence that has been sent to the client's last known address and the post office will attach a yellow tag either indicating the client's new address, the client is temporarily away or that the client has moved and that a forwarding address is unavailable.

(A) No Forwarding Address

If the postal notice indicates "No Forward Address Available" and we are unable to locate the client, close the case immediately using the "UTL" code.

(B) Forwarding Address-Out of State

If the forward address indicates the client is now residing out of state, close the case immediately using "MOS" code.

(C) Forwarding Address In-State

If a forward address indicates a client change of address within the state, place the case in UTL status. Send notice to the household at the new address requesting heat verification and contact the supplier for final billing.

If it is a Native American household that moves to an area served by Tribal LIEAP, treat it the same as any other move. Contact tribal office and inform them that this household is currently receiving assistance from the State.

(D) Client Deceased

If the envelope comes back and the post office has noted that the client is deceased. Close the case immediately using the "DEA" code.

Chapter 8: Case Status Codes and Definitions

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(A) Approval and Denial Codes

- PAY** – client meets all eligibility and verification criteria.
IND – override pay code for mixed hh in tribal service area
NPY – income exceeds limits.
NP2 – income verifications not provided within specified time period.
NP3 – heating costs not verified.
NP4 – client is Native American from a reservation county served by Tribal LIEAP.
NP5 – Applicant does not have a heating cost.
NP7 – client has received assistance in another household.
NCA – Application not signed by all adult members of household.
NPC – Household members do not meet citizenship requirements.
NPL – Heating costs not verified by landlord.
NPO - Household resides outside of South Dakota.
WTH – withdrawn.
WXX – weatherization only application.
DUP-member is already on an approved LIEAP case, member will show in the household but not in the household count.
JOI- joint custody exists for this child-documentation must exist in the LIEAP client file

Pending Status Code

- UNS**- Application was not signed by head of household and was returned to applicant for signature
PEN – Application is pending

Status codes after the application has been approved.

- MOS** – moved out of state.
UTL – unable to locate discovered by returned mail, vendor report
LTC – became resident of residential facility (nursing home, assisted living, etc).
DEA – death of household member(s).
INA- case is inactive-this is a temporary code-do not use as a final case status.

(B) Race Codes

- W=White
A=Native American
B=Black
H=Hawaiian
O=Asian, Oriental, Thai, Vietnamese

(C) Ethnicity Codes

Hispanic or Latino, Jamaican, Hatian, Puerto Rican.

Chapter 9: Client Disputes with their Energy Suppliers

The department has no legal authority to mediate disputes between clients and their heat suppliers. However, the department may refer clients to the appropriate agencies depending upon the type of supplier.

(A) Public Utility Companies - Clients should be referred to the South Dakota Public Utilities Commission. 1-800-332-1782 or 773-3201

(B) Municipal Utilities - Clients should be referred to governing agency in charge of the municipality.

(C) Propane, Fuel Oil, or Other Suppliers - Clients should be referred to the South Dakota Attorney General's Office-Consumer Affairs. 605-773-4400.

Chapter 10: Overpayment Procedures & Investigations

(A) Agency Error

If an overpayment is due to agency error, a claim will be filed. Rather than filing the claim against the client, the amount of the overpayment will be paid from the state's general fund.

Caseworker Overpayment Procedure-Agency Error

1. Quality Control determines a benefit level to be incorrect and notifies the caseworker and the Program Specialist
2. Caseworker will put case in a temporary INA status and enter 9's in the begin date field
 - Caseworker will contact client within 5 days to notify of overpayment and to see if they would be eligible at this point
3. Administrator and Program Specialist will determine if the overpayment was the result of agency error
4. If determined to be a agency error the Program Specialist will track the overpayments

(B) Client Error

Overpayments resulting from client error must be referred to the Office of Recoveries and Fraud Investigations (ORFI). ORFI will determine if the client error was intentional or inadvertent. An overpayment has NOT occurred, and a overpayment referral will not be completed if the total amount paid by the agency on the client's behalf DOES NOT exceed the benefit level the client would have received had the income been accurately reported at the time of eligibility determination.

Example:

John Smith was approved for \$500 of assistance and it is later discovered that he should have only been approved for \$300 of assistance due to the client failing to report all income, household members with income, etc. If, at the close of the heating season:

- (a) The department has paid the full \$500. An overpayment will be done against the client for the full \$200 difference.
- (b) The department paid more than \$300, but less than \$500. An overpayment will be done for the difference between what was actually paid and the amount the client should have been eligible for.
- (c) The department paid less than \$300. No overpayment will need to be calculated.

Caseworker Overpayment Procedure-Client Error

1. Quality Control determines a benefit level to be incorrect and notifies the caseworker and the Program Specialist
2. Caseworker will put case in a temporary INA status and enter 9's in the begin date field
 - Caseworker will contact client within 5 days to notify of overpayment and to see if they would be eligible at this point

3. Administrator and Program Specialist will determine if the overpayment was the result of client error
4. Send notification of the overpayment to the client explaining:
 - How the overpayment occurred;
 - What their benefit level should have been;
 - The amount of the overpayment;
 - That the case will be referred to ORFI for recovery of the overpayment amount;
 - Fair Hearing rights and information on how to request a Fair Hearing;
 - Include deadline for requesting a Fair Hearing; (administrative rules indicate the client has 60 days to request a Fair Hearing, so the letter must inform the client that the request must be made within 60 days).

After 60 days have passed from the date notification was sent to the client and if no Fair Hearing is requested, then proceed to step 4.

5. Complete the LIEAP Overpayment Referral Form and submit it to ORFI.
6. A copy of the form must be scanned into the client's data imaging file.

(C) Investigating a Case

If you discover or receive a report that there is fraudulent activity on a LIEAP case, please follow these steps:

1. Fill out the Fraud Investigation Form
2. E-mail form to and discuss case with Program Administrator.

Once approved, e-mail report to Brandin Seibel with ORFI. Brandin.seibel@state.sd.us

Chapter 11: Budget Billing and Other Credits

If an eligible household is on a budget/balanced billing program or has a credit balance with their heat supplier, the supplier is allowed to bill the department for eligible unpaid meter read charges occurring between October 1st and May 15th. **The supplier may not bill the department for meter reads occurring within that period if the client's credit balance has already been applied to the meter read charges.** Once the credit balance has been applied to a bill, it is considered to be paid.

(Exception) If the client's credit balance has been applied to meter read charges occurring between October 1st and May 15th and an outstanding balance remains, the supplier may bill the department only for the balance remaining after the credit balance has been applied to the bill.

LIEAP funds cannot be used to credit back funds to a client's account once those credits have been applied to a client's bill.

Chapter 12: Fair Hearing Procedure

Households may request a Fair Hearing by contacting:

Office of Administrative Hearings
700 Governors Drive
Pierre, South Dakota 57501-2291
(605) 773-6851

Chapter 13: Authorized Representatives

Case specific information may be discussed with any member listed as a household member on the application.

Households may appoint an Authorized Representative to act on their behalf and/or handle their affairs. If a household has listed an Authorized Representative on their application, caseworkers may contact that individual and discuss otherwise confidential matters with them.

An **authorized representative** is a person or organization **authorized** by an applicant or enrollee to apply for assistance programs and to perform the duties required to establish and maintain eligibility.

Chapter 14: Citizenship Reporting to USCIS & Alien FAQ

(A) Reporting to USCIS

Energy Assistance Workers must report to USCIS any alien household member(s) that DSS “knows” is not lawfully present in the U.S. To make this factual determination, our findings or conclusion of unlawful presence is made because of:

1. A formal determination subject to administrative review and is supported by the USCIS of the Executive Office of Immigration and Review such as a Final Order of Deportation: or
2. There is an admission by the applicant or another household member or the household’s authorized representative that illegal aliens are present in the household; or
3. USCIS documents presented by the household during the application process are determined to be forged.

If none of the above occurs, the individual is ineligible for benefits but should not be reported an illegal alien.

1. Benefits Specialists are cautioned that a determination that a person is an ineligible alien is not equivalent to a determination that a person is an illegal alien. Therefore, do not assume that an alien is illegal just because he/she is ineligible for TANF.
2. When a household indicates inability or unwillingness to provide documentation of alien status for any household member, that member must be classified as an ineligible alien. Do not assume an alien is illegal because he/she cannot or does not provide proof of status.

If a determination has been made that an individual is residing in the U.S. unlawfully, make the report in writing, allowing for Supervisory signature to the regional USCIS office at:

District Director
United States Citizenship and Immigration Services
Suite 100
2901 Metro Drive
Bloomington, MN 55425

Thoroughly document the circumstances in the case narrative.

(B) Alien & Battered Immigrant Question and Answers

Below is a question and answer section to address some questions likely to arise:

Subject	Question	Answer
Human Trafficking	What is Human Trafficking?	Human Trafficking is the recruitment, transportation, transfer, harboring or receipt of persons, by means of threat or use of force or other forms of coercion, abduction, fraud, deception, the abuse of power, or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation (prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs).
Trafficking determination	Who determines if an individual is a trafficking victim?	The Office of Refugee Resettlement (ORR) has sole responsibility for determining if an individual is a trafficking victim. If found to be a victim, the ORR issues a certification letter. Children under 18 years old do not have to be certified, however the ORR will still issue these individuals a letter.
Certification letters	How long are the certification letters valid?	Letters expire 8 months from the initial certification date. Follow-up certification letter may be issued if the individual continues to meet the requirements.
Battered immigrant definition	What does battered immigrant mean?	A battered immigrant is someone who has been subject to battery or extreme cruelty in the U.S. by a family member with whom they reside.
Verification of battered immigrant	What conditions must be met in order to be considered a battered immigrant?	A battered immigrant is an immigrant, immigrant's child, or parent of the immigrants child that has been battered or subjected to extreme cruelty in the U.S. by a spouse or member of the spouse's family residing in the same household as the parent and the immigrant did not actively participate in the battery or cruelty. The battered immigrant must no longer reside in the same household as the abuser.

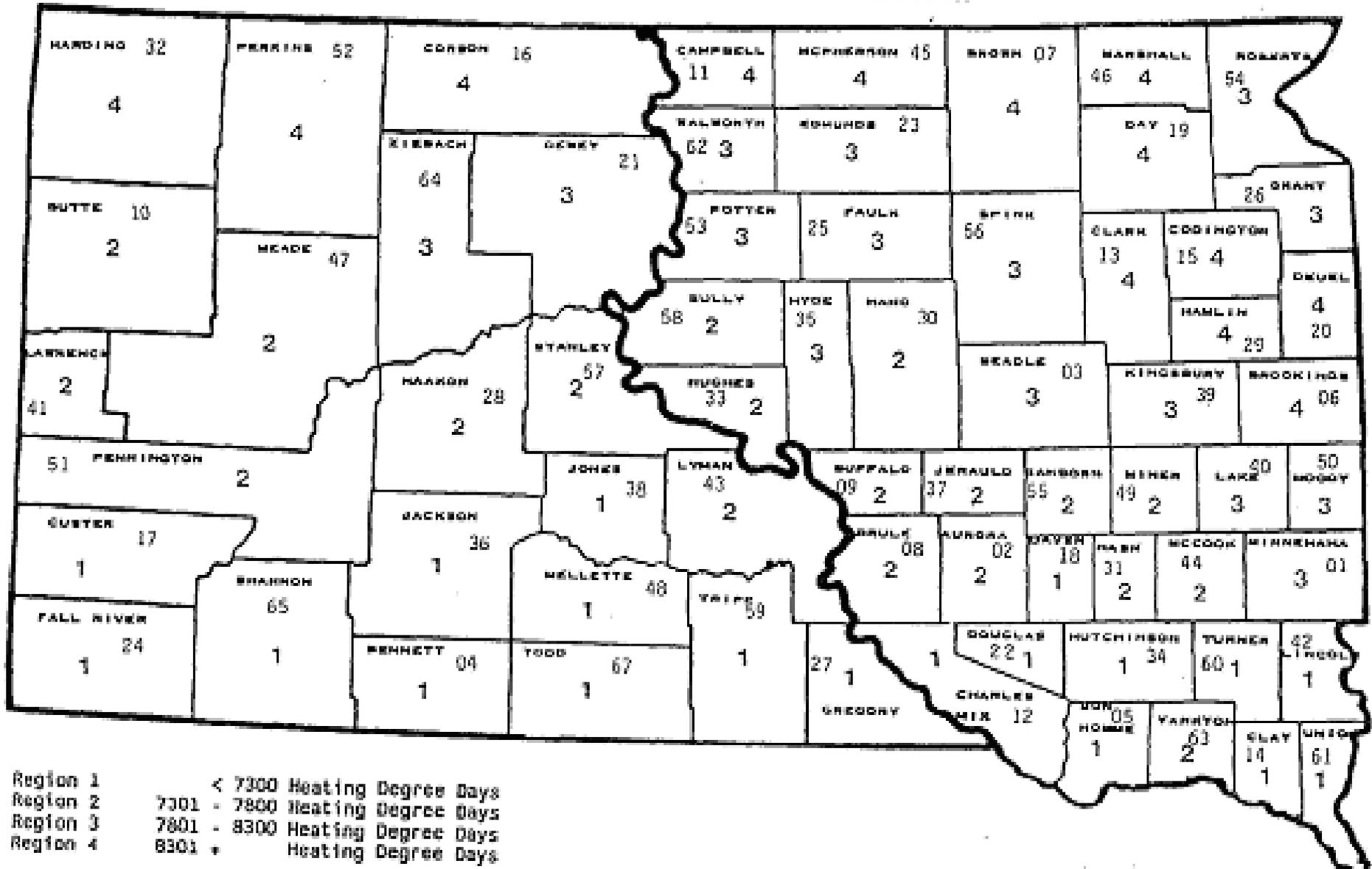
Chapter 15: Income Guidelines:

(A) Max Income Guidelines:

<u>2016-2017 Heating Season Income Limits</u>	
Household Size	Maximum 3-Month Income
1	\$5,276
2	\$7,105
3	\$8,933
4	\$10,762
5	\$12,591
6	\$14,420
7	\$15,493
8	\$15,837
9	\$17,062
10	\$18,630
11	\$20,197
12	\$21,765
13	\$23,332
14	\$24,900
15	\$26,467
16	\$28,035
17	\$29,602
18	\$31,170
19	\$32,737
20	\$34,305
21	\$35,872
22	\$37,440
23	\$39,007
24	\$5,276
25	\$7,105

Chapter 16: Heating Degree Regions in South Dakota

HEATING DEGREE REGIONS IN SOUTH DAKOTA



(A) South Dakota Counties and County Numbers

South Dakota Counties and Numbers					
Aurora	02	Fall River	24	McPherson	45
Beadle	03	Faulk	25	Meade	47
Bennett	04	Grant	26	Mellette	48
Bon Homme	05	Gregory	27	Miner	49
Brookings	06	Haakon	28	Minnehaha	01
Brown	07	Hamlin	29	Moody	50
Brule	08	Hand	30	Pennington	51
Buffalo	09	Hanson	31	Perkins	52
Butte	10	Harding	32	Potter	53
Campbell	11	Hughes	33	Roberts	54
Charles Mix	12	Hutchinson	34	Sanborn	55
Clark	13	Hyde	35	Shannon	65
Clay	14	Jackson	36	Spink	56
Codington	15	Jerauld	37	Stanley	57
Corson	16	Jones	38	Sully	58
Custer	17	Kingsbury	39	Todd	67
Davison	18	Lake	40	Tripp	59
Day	19	Lawrence	41	Turner	60
Deuel	20	Lincoln	42	Union	61
Dewey	21	Lyman	43	Walworth	62
Douglas	22	Marshall	46	Yankton	63
Edmunds	23	McCook	44	Ziebach	64

Chapter 17: South Dakota Towns and Their Counties

City	County	Reg	Ct #	Zip
Aberdeen	Brown	(4)	7	57401 57402
Academy	Charles Mix	(1)	12	57369
Agar	Sully	(2)	58	57520
Agency Village	Roberts	(3)	54	57262
Akaska	Walworth	(3)	62	57420
Albee	Grant	(3)	26	57259
Alcester	Lincoln	(1)	42	57001
Alcester	Union	(1)	61	57001
Alexandria	Hanson	(2)	31	57311
Allen	Bennett	(1)	4	57714
Alpena	Jerauld	(2)	37	57312
Altamont	Deuel	(4)	20	57226
Amherst	Marshall	(4)	46	57421
Andover	Day	(4)	19	57422
Ardmore	Fall River	(1)	24	57735
Arlington	Hamlin	(4)	29	57212
Arlington	Kingsbury	(3)	39	57212
Armour	Charles Mix	(1)	12	57313
Armour	Douglas	(1)	22	57313
Artas	McPherson	(4)	45	57437
Artesian	Sanborn	(2)	55	57314
Ashton	Spink	(3)	56	57424
Astoria	Deuel	(4)	20	57213
Athol	Spink	(3)	56	57424
Aurora	Brookings	(4)	6	57002
Avon	Bon Homme	(1)	5	57315
Badger	Kingsbury	(3)	39	57214
Baltic	Minnehaha	(3)	1	57003
Bancroft	Kingsbury	(3)	39	57353
Barnard	Brown	(4)	7	57426
Batesland	Bennett	(1)	4	57716
Batesland	Oglala Lakota	(1)	65	57716
Bath	Brown	(4)	7	57427
Belle Fourche	Butte	(2)	10	57717
Belvidere	Jackson	(1)	36	57521
Bemis	Deuel	(4)	20	57238
Beresford	Clay	(1)	14	57004
Beresford	Lincoln	(1)	42	57004
Beresford	Union	(1)	61	57004
Bethlehem	Meade	(2)	47	57769
Big Stone City	Grant	(3)	26	57216
Big Stone City	Roberts	(3)	54	57216
Bison	Perkins	(4)	52	57620
Black Hawk	Meade	(2)	47	57718
Black Hawk	Pennington	(2)	51	57718

City	County	Reg	Ct #	Zip
Blunt	Hughes	(2)	33	57522
Blunt	Sully	(2)	58	57522
Bonesteel	Gregory	(1)	27	57317
Bowdle	Edmunds	(3)	23	57428
Box Elder	Meade	(2)	47	57719
Box Elder	Pennington	(2)	51	57719
Bradley	Clark	(4)	13	57217
Brandon	Minnehaha	(3)	1	57005
Brandt	Deuel	(4)	20	57218
Brentford	Spink	(3)	56	57429
Bridgewater	Hutchinson	(1)	34	57319
Bridgewater	McCook	(2)	44	57319
Bridgewater	Turner	(1)	60	57319
Bristol	Day	(4)	19	57219
Britton	Marshall	(4)	46	57430
Brookings	Brookings	(4)	6	57006
Brookings	Moody	(3)	50	57006
Bruce	Brookings	(4)	6	57220
Bryant	Clark	(4)	13	57221
Bryant	Hamlin	(4)	29	57221
Buffalo	Harding	(4)	32	57720
Buffalo Gap	Custer	(1)	17	57722
Bullhead	Corson	(4)	16	57621
Burbank	Clay	(1)	14	57010
Burbank	Union	(1)	61	57010
Burdock	Fall River	(1)	24	57735
Burke	Gregory	(1)	27	57523
Burke	Tripp	(1)	59	57523
Bushnell	Brookings	(4)	6	57276
Butler	Day	(4)	19	57219
Camp Crook	Harding	(4)	32	57724
Canistota	McCook	(2)	44	57012
Canova	Hanson	(2)	31	57321
Canova	Miner	(2)	49	57321
Canton	Lincoln	(1)	42	57013
Caputa	Pennington	(2)	51	57725
Carpenter	Clark	(4)	13	57322
Carter	Tripp	(1)	59	57580
Carthage	Miner	(2)	49	57323
Castlewood	Hamlin	(4)	29	57223
Cavour	Beadle	(3)	3	57324
Cedarbutte	Mellette	(1)	48	57579
Centerville	Clay	(1)	14	57014
Centerville	Lincoln	(1)	42	57014
Centerville	Turner	(1)	60	57014
Central City	Lawrence	(2)	41	57754

Chamberlain	Brule	(2)	8	57325
Chamberlain	Brule	(2)	8	57326
Chancellor	Turner	(1)	60	57015
Chelsea	Spink	(3)	56	57465
Cherry Creek	Ziebach	(3)	64	57622
Chester	Lake	(3)	40	57016
Claire City	Roberts	(3)	54	57224
Claremont	Brown	(4)	7	57432
Claremont	Marshall	(4)	46	57432
Clark	Clark	(4)	13	57225
Clear Lake	Deuel	(4)	20	57226
Clear Lake	Hamlin	(4)	29	57226
Clearfield	Tripp	(1)	59	57580
Colman	Moody	(3)	50	57017
Colome	Tripp	(1)	59	57528
Colton	Minnehaha	(3)	1	57018
Columbia	Brown	(4)	7	57433
Conde	Brown	(4)	7	57434
Conde	Day	(4)	19	57434
Conde	Spink	(3)	56	57434
Corona	Roberts	(3)	54	57227
Corsica	Douglas	(1)	22	57328
Corson	Minnehaha	(3)	1	57005
Cottonwood	Pennington	(2)	51	57775
Crazy Horse	Custer	(1)	17	57730
Creighton	Pennington	(2)	51	57790
Cresbard	Faulk	(3)	25	57435
Crocker	Clark	(4)	13	57217
Crooks	Minnehaha	(3)	1	57020
Custer	Custer	(1)	17	57730
Dakota Dune	Union	(1)	61	57049
Dallas	Gregory	(1)	27	57529
Dallas	Tripp	(1)	59	57529
Dante	Charles Mix	(1)	12	57329
Davis	Turner	(1)	60	57021
De Smet	Kingsbury	(3)	39	57231
Deadwood	Lawrence	(2)	41	57732
Dell Rapids	Minnehaha	(3)	1	57022
Dell Rapids	Moody	(3)	50	57022
Delmont	Charles Mix	(1)	12	57330
Delmont	Douglas	(1)	22	57330
Delmont	Hutchinson	(1)	34	57330
Dempster	Hamlin	(4)	29	57234
Denby	Oglala Lakota	(1)	65	57716
Dewey	Fall River	(1)	24	57735
Dimock	Davison	(1)	18	57331
Dimock	Hutchinson	(1)	34	57331
Dixon	Tripp	(1)	59	57529
Doland	Spink	(3)	56	57436
Dolton	McCook	(2)	44	57319

Draper	Jones	(1)	38	57531
Dupree	Dewey	(3)	21	57623
Dupree	Ziebach	(3)	64	57623
Eagle Butte	Dewey	(3)	21	57625
Eagle Butte	Ziebach	(3)	64	57625
Eden	Marshall	(4)	46	57232
Edgemont	Custer	(1)	17	57735
Edgemont	Fall River	(1)	24	57735
Egan	Moody	(3)	50	57024
Elk Point	Union	(1)	61	57025
Elkton	Brookings	(4)	6	57026
Elkton	Moody	(3)	50	57026
Ellsworth AFB	Meade	(2)	47	57706
Elm Springs	Meade	(2)	47	57736
Emery	Hanson	(2)	31	57332
Emery	Hutchinson	(1)	34	57332
Emery	McCook	(2)	44	57332
Enning	Meade	(2)	47	57737
Erwin	Kingsbury	(3)	39	57233
Estelline	Deuel	(4)	20	57234
Estelline	Hamlin	(4)	29	57234
Ethan	Davison	(1)	18	57334
Ethan	Hanson	(2)	31	57334
Ethan	Hutchinson	(1)	34	57334
Eureka	Campbell	(4)	11	57437
Eureka	McPherson	(4)	45	57437
Fairburn	Custer	(1)	17	57738
Fairfax	Gregory	(1)	27	57335
Fairview	Lincoln	(1)	42	57027
Faith	Meade	(2)	47	57626
Faith	Perkins	(4)	52	57626
Faith	Ziebach	(3)	64	57626
Farmer	Hanson	(2)	31	57332
Faulkton	Faulk	(3)	25	57438
Fedora	Miner	(2)	49	57337
Ferney	Brown	(4)	7	57439
Firesteel	Dewey	(3)	21	57633
Flandreau	Moody	(3)	50	57028
Florence	Codington	(4)	15	57235
Forestburg	Sanborn	(2)	55	57314
Fort Meade	Meade	(2)	47	57741
Fort Pierre	Stanley	(2)	57	57532
Fort Thompson	Buffalo	(2)	9	57339
Frankfort	Spink	(3)	56	57440
Frederick	Brown	(4)	7	57441
Freeman	Hutchinson	(1)	34	57029
Freeman	Turner	(1)	60	57029
Fruitdale	Butte	(2)	10	57717
Fulton	Hanson	(2)	31	57340
Gann Valley	Buffalo	(2)	9	57341

Garden City	Clark	(4)	13	57236
Garretson	Minnehaha	(3)	1	57030
Gary	Deuel	(4)	20	57237
Gayville	Clay	(1)	14	57031
Gayville	Yankton	(2)	63	57031
Geddes	Charles Mix	(1)	12	57342
Gettysburg	Potter	(3)	53	57442
Glad Valley	Perkins	(4)	52	57644
Glencross	Dewey	(3)	21	57630
Glenham	Campbell	(4)	11	57631
Glenham	Walworth	(3)	62	57631
Goodwin	Deuel	(4)	20	57238
Gregory	Gregory	(1)	27	57533
Gregory	Lyman	(2)	43	57533
Grenville	Day	(4)	19	57239
Groton	Brown	(4)	7	57445
Hamill	Lyman	(2)	43	57534
Hamill	Tripp	(1)	59	57534
Harrisburg	Lincoln	(1)	42	57032
Harrison	Douglas	(1)	22	57344
Harrold	Hughes	(2)	33	57536
Hartford	Minnehaha	(3)	1	57033
Hayes	Stanley	(2)	57	57537
Hayti	Hamlin	(4)	29	57241
Hazel	Codington	(4)	15	57242
Hazel	Hamlin	(4)	29	57242
Hecla	Brown	(4)	7	57446
Henry	Codington	(4)	15	57243
Hereford	Meade	(2)	47	57785
Hermosa	Custer	(1)	17	57744
Hermosa	Pennington	(2)	51	57744
Herreid	Campbell	(4)	11	57632
Herrick	Gregory	(1)	27	57538
Hetland	Kingsbury	(3)	39	57244
Highmore	Hyde	(3)	35	57345
Hill City	Pennington	(2)	51	57745
Hitchcock	Beadle	(3)	3	57348
Hitchcock	Spink	(3)	56	57348
Holabird	Hyde	(3)	35	57540
Hosmer	Edmunds	(3)	23	57448
Hosmer	McPherson	(4)	45	57448
Hot Springs	Custer	(1)	17	57747
Hot Springs	Fall River	(1)	24	57747
Houghton	Brown	(4)	7	57449
Hoven	Potter	(3)	53	57450
Hoven	Walworth	(3)	62	57450
Howard	Miner	(2)	49	57349
Howes	Meade	(2)	47	57748
Howes	Ziebach	(3)	64	57748
Hudson	Lincoln	(1)	42	57034

Humboldt	Minnehaha	(3)	1	57035
Hurley	Turner	(1)	60	57036
Huron	Beadle	(3)	3	57350
Huron	Tripp	(1)	59	57350
Ideal	Tripp	(1)	59	57541
Interior	Jackson	(1)	36	57750
Iona	Lyman	(2)	43	57542
Ipswich	Edmunds	(3)	23	57451
Irene	Clay	(1)	14	57037
Irene	Turner	(1)	60	57037
Irene	Yankton	(2)	63	57037
Iroquois	Aurora	(2)	2	57353
Iroquois	Beadle	(3)	3	57353
Iroquois	Kingsbury	(3)	39	57353
Isabel	Corson	(4)	16	57633
Isabel	Dewey	(3)	21	57633
Java	Walworth	(3)	62	57452
Jefferson	Union	(1)	61	57038
Kadoka	Jackson	(1)	36	57543
Kaylor	Hutchinson	(1)	34	57354
Keldron	Corson	(4)	16	57634
Kennebec	Lyman	(2)	43	57544
Keyapaha	Tripp	(1)	59	57580
Keystone	Pennington	(2)	51	57751
Kimball	Brule	(2)	8	57355
Kranzburg	Codington	(4)	15	57245
Kyle	Oglala Lakota	(1)	65	57752
La Plant	Dewey	(3)	21	57652
Labolt	Grant	(3)	26	57246
Lake Andes	Charles Mix	(1)	12	57356
Lake City	Marshall	(4)	46	57247
Lake Norden	Hamlin	(4)	29	57248
Lake Preston	Kingsbury	(3)	39	57249
Lane	Jerauld	(2)	37	57358
Langford	Day	(4)	19	57454
Langford	Marshall	(4)	46	57454
Lantry	Dewey	(3)	21	57636
Lead	Lawrence	(2)	41	57754
Lebanon	Potter	(3)	53	57455
Lemmon	Perkins	(4)	52	57638
Lennox	Lincoln	(1)	42	57039
Leola	McPherson	(4)	45	57456
Lesterville	Yankton	(2)	63	57040
Letcher	Aurora	(2)	2	57359
Letcher	Davison	(1)	18	57359
Letcher	Sanborn	(2)	55	57359
Lily	Day	(4)	19	57274
Little Eagle	Corson	(4)	16	57639
Lodgepole	Perkins	(4)	52	57640
Long Lake	McPherson	(4)	45	57457

Long Valley	Jackson	(1)	36	57547
Loomis	Davison	(1)	18	57301
Lower Brule	Lyman	(2)	43	57548
Lowry	Walworth	(3)	62	57472
Lucas	Gregory	(1)	27	57523
Ludlow	Harding	(4)	32	57755
Lyons	Minnehaha	(3)	1	57041
Madison	Lake	(3)	40	57042
Manderson	Oglala Lakota	(1)	65	57756
Mansfield	Brown	(4)	7	57460
Mansfield	Faulk	(3)	25	57460
Mansfield	Spink	(3)	56	57460
Marcus	Meade	(2)	47	57785
Marion	Turner	(1)	60	57043
Martin	Bennett	(1)	4	57551
Marty	Charles Mix	(1)	12	57361
Marvin	Grant	(3)	26	57251
Mc Intosh	Corson	(4)	16	57641
Mc Laughlin	Corson	(4)	16	57642
Mc Cook Lake	Union	(1)	61	57049
Meadow	Perkins	(4)	52	57644
Meckling	Clay	(1)	14	57044
Mellette	Spink	(3)	56	57461
Menno	Hutchinson	(1)	34	57045
Menno	Yankton	(2)	63	57045
Midland	Haakon	(2)	28	57552
Milbank	Grant	(3)	26	57252
Milesville	Haakon	(2)	28	57553
Millboro	Tripp	(1)	59	57580
Miller	Hand	(2)	30	57362
Mina	Edmunds	(3)	23	57462
Miranda	Faulk	(3)	25	57438
Mission	Todd	(1)	67	57555
Mission Hill	Yankton	(2)	63	57046
Mission Ridge	Stanley	(2)	57	57557
Mitchell	Davison	(1)	18	57301
Mitchell	Hanson	(2)	31	57301
Mobridge	Dewey	(3)	21	57601
Mobridge	Walworth	(3)	62	57601
Monroe	Turner	(1)	60	57047
Montrose	McCook	(2)	44	57048
Morristown	Corson	(4)	16	57645
Mound City	Campbell	(4)	11	57646
Mount Vernon	Aurora	(2)	2	57363
Mount Vernon	Davison	(1)	18	57363
Mud Butte	Meade	(2)	47	57758
Mud Butte	Perkins	(4)	52	57758
Murdo	Jones	(1)	38	57559
N Sioux City	Union	(1)	61	57049
Nemo	Lawrence	(2)	41	57759

New Effington	Roberts	(3)	54	57255
New Holland	Douglas	(1)	22	57364
New Underwood	Meade	(2)	47	57761
New Underwood	Pennington	(2)	51	57761
Newell	Butte	(2)	10	57760
Nisland	Butte	(2)	10	57762
Norbeck	Faulk	(3)	25	57438
Norris	Mellette	(1)	48	57560
North Sioux City	Union	(1)	61	57049
Northville	Spink	(3)	56	57465
Nunda	Lake	(3)	40	57050
Oacoma	Lyman	(2)	43	57365
Oelrichs	Fall River	(1)	24	57763
Oglala	Oglala Lakota	(1)	65	57764
Okaton	Jones	(1)	38	57562
Okreek	Todd	(1)	67	57563
Oldham	Kingsbury	(3)	39	57051
Oldham	Lake	(3)	40	57051
Olivet	Hutchinson	(1)	34	57052
Onaka	Faulk	(3)	25	57466
Onida	Sully	(2)	58	57564
Opal	Meade	(2)	47	57758
Oral	Fall River	(1)	24	57766
Orient	Faulk	(3)	25	57467
Orient	Hand	(2)	30	57467
Ortley	Roberts	(3)	54	57256
Ottumwa	Haakon	(2)	28	57776
Owanka	Pennington	(2)	51	57767
Parade	Dewey	(3)	21	57647
Parker	McCook	(2)	44	57053
Parker	Turner	(1)	60	57053
Parkston	Douglas	(1)	22	57366
Parkston	Hutchinson	(1)	34	57366
Parmelee	Todd	(1)	67	57566
Peever	Roberts	(3)	54	57257
Philip	Haakon	(2)	28	57567
Philip	Jackson	(1)	36	57567
Pickstown	Charles Mix	(1)	12	57367
Piedmont	Meade	(2)	47	57769
Pierpont	Day	(4)	19	57468
Pierre	Hughes	(2)	33	57501
Pine Ridge	Oglala Lakota	(1)	65	57770
Plainview	Meade	(2)	47	57748
Plankinton	Aurora	(2)	2	57368
Platte	Brule	(2)	8	57369
Platte	Charles Mix	(1)	12	57369
Platte	Douglas	(1)	22	57369
Pollock	Campbell	(4)	11	57648
Porcupine	Oglala Lakota	(1)	65	57772
Prairie City	Perkins	(4)	52	57649

Presho	Lyman	(2)	43	57568
Pringle	Custer	(1)	17	57773
Provo	Fall River	(1)	24	57774
Pukwana	Brule	(2)	8	57370
Pukwana	Buffalo	(2)	9	57370
Quinn	Pennington	(2)	51	57775
Ralph	Harding	(4)	32	57650
Ramona	Lake	(3)	40	57054
Rapid City	Meade	(2)	47	57701
Rapid City	Pennington	(2)	51	57701
Ravina	Charles Mix	910	12	57356
Raymond	Clark	(4)	13	57258
Raymond	Spink	(3)	56	57258
Red Owl	Meade	(2)	47	57777
Redfield	Faulk	(3)	25	57469
Redfield	Spink	(3)	56	57469
Redig	Harding	(4)	32	57776
Ree Heights	Hand	(2)	30	57371
Reliance	Lyman	(2)	43	57569
Renner	Minnehaha	(3)	1	57055
Reva	Harding	(4)	32	57651
Reville	Deuel	(4)	20	57259
Reville	Grant	(3)	26	57259
Ridgeview	Dewey	(3)	21	57652
Rochford	Pennington	(2)	51	57745
Rockerville	Pennington	(2)	51	57702
Rockham	Faulk	(3)	25	57470
Roscoe	Edmunds	(3)	23	57471
Rosebud	Todd	(1)	67	57570
Rosholt	Roberts	(3)	54	57260
Roslyn	Day	(4)	19	57261
Roswell	Miner	(2)	49	57349
Rowena	Minnehaha	(3)	1	57056
Running Water	Bon Homme	(1)	5	57062
Rutland	Lake	(3)	40	57057
Saint Charles	Gregory	(1)	27	57571
Saint Francis	Todd	(1)	67	57572
Saint Lawrence	Hand	(2)	30	57373
Saint Onge	Butte	(2)	10	57779
Saint Onge	Lawrence	(2)	41	57779
Salem	McCook	(2)	44	57058
Salem	Minnehaha	(3)	1	57058
Scenic	Pennington	(2)	51	57780
Scotland	Bon Homme	(1)	5	57059
Scotland	Hutchinson	(1)	34	57059
Scotland	Yankton	(2)	63	57059
Selby	Walworth	(3)	62	57472
Seneca	Faulk	(3)	25	57473
Shadehill	Perkins	(4)	52	57638
Sherman	Minnehaha	(3)	1	57030

Silver City	Pennington	(2)	51	57702
Sinai	Brookings	(4)	6	57061
Sioux Falls	Minnehaha	(3)	1	57101 57103 57104 57105 57106 57107 57108 57109 57110 57117 57118 57186 57193 57197 57198
Sioux Falls	Lincoln	(1)	42	57108
Sisseton	Roberts	(3)	54	57262
Sky Ranch	Harding	(4)	32	57724
Smithwick	Fall River	(1)	24	57782
South Shore	Codington	(4)	15	57263
South Shore	Grant	(3)	26	57263 57783
Spearfish	Lawrence	(2)	41	57799
Spencer	Hanson	(2)	31	57374
Spencer	McCook	(2)	44	57374
Springfield	Bon Homme	(1)	5	57062
Stephan	Hyde	(3)	35	57346
Stickney	Aurora	(2)	2	57375
Stockholm	Grant	(3)	26	57264
Stoneville	Meade	(2)	47	57787
Strandburg	Deuel	(4)	20	57265
Strandburg	Grant	(3)	26	57265
Stratford	Brown	(4)	7	57474
Sturgis	Lawrence	(2)	41	57785
Sturgis	Meade	(2)	47	57785
Summerset	Meade	(2)	47	57718 57769
Summit	Grant	(3)	26	57266
Summit	Roberts	(3)	54	57266
Tabor	Bon Homme	(1)	5	57063
Tea	Lincoln	(1)	42	57064
Tea	Turner	(1)	60	57064
Thunder Hawk	Perkins	(4)	52	57638
Timber Lake	Corson	(4)	16	57656
Timber Lake	Dewey	(3)	21	57656
Tolstoy	Potter	(3)	53	57475
Toronto	Deuel	(4)	20	57268
Trail City	Corson	(4)	16	57657
Trent	Moody	(3)	50	57065
Tripp	Bon Homme	(1)	5	57376
Tripp	Hutchinson	(1)	34	57376

Tulare	Spink	(3)	56	57476
Turton	Spink	(3)	56	57477
Tuthill	Bennett	(1)	4	57574
Twin Brooks	Grant	(3)	26	57269
Tyndall	Bon Homme	(1)	5	57066
Union Center	Meade	(2)	47	57787
Utica	Yankton	(2)	63	57067
Vale	Butte	(2)	10	57788
Vale	Meade	(2)	47	57788
Valley Springs	Minnehaha	(3)	1	57068
Veblen	Marshall	(4)	46	57270
Verdon	Spink	(3)	56	57434
Vermillion	Clay	(1)	14	57069
Vetal	Bennett	(1)	4	57551
Viborg	Turner	(1)	60	57070
Viborg	Yankton	(2)	63	57070
Vienna	Clark	(4)	13	57271
Virgil	Beadle	(3)	3	57379
Vivian	Lyman	(2)	43	57576
Volga	Brookings	(4)	6	57071
Volin	Clay	(1)	14	57072
Volin	Yankton	(2)	63	57072
Wagner	Charles Mix	(1)	12	57380
Wakonda	Clay	(1)	14	57073
Wakpala	Corson	(4)	16	57658
Walker	Corson	(4)	16	57659
Wall	Pennington	(2)	51	57790
Wallace	Codington	(4)	15	57272
Wanblee	Jackson	(1)	36	57577
Ward	Brookings	(4)	6	57026
Warner	Brown	(4)	7	57479
Wasta	Meade	(2)	47	57791
Wasta	Pennington	(2)	51	57791
Watauga	Corson	(4)	16	57660
Watertown	Codington	(4)	15	57201
Waubay	Day	(4)	19	57273
Waubay	Grant	(3)	26	57273
Waubay	Roberts	(3)	54	57273
Waverly	Codington	(4)	15	57201
Webster	Clark	(4)	13	57274
Webster	Day	(4)	19	57274

Wecota	Faulk	(3)	25	57438
Wentworth	Lake	(3)	40	57075
Wessington	Beadle	(3)	3	57381
Wessington	Hand	(2)	30	57381
Wessington Springs	Aurora	(2)	2	57382
Wessington Springs	Jerauld	(2)	37	57382
Westport	Brown	(4)	7	57481
Wetonka	Brown	(4)	7	57481
White	Brookings	(4)	6	57276
White Lake	Aurora	(2)	2	57383
White Owl	Meade	(2)	47	57792
White River	Mellette	(1)	48	57579
Whitehorse	Dewey	(3)	21	57661
Whitewood	Lawrence	(2)	41	57793
Whitewood	Meade	(2)	47	57793
Willow Lake	Clark	(4)	13	57278
Wilmot	Roberts	(3)	54	57279
Winfred	Lake	(3)	40	57076
Winfred	Miner	(2)	49	57076
Winner	Tripp	(1)	59	57580
Witten	Tripp	(1)	59	57584
Wolsey	Beadle	(3)	3	57384
Wood	Mellette	(1)	48	57585
Woonsocket	Jerauld	(2)	37	57385
Woonsocket	Sanborn	(2)	55	57385
Worthing	Lincoln	(1)	42	57077
Wounded Knee	Oglala Lakota	(1)	65	57794
Yale	Beadle	(3)	3	57386
Yankton	Bon Homme	(1)	5	57078
Yankton	Yankton	(2)	63	57078
Zell	Spink	(3)	56	57469
Zeona	Meade	(2)	47	57758

Chapter 18: State Plan Modifications

The Office of Energy Assistance Program Administrator shall ensure the State Plan is updated within 30 days of any policy change that is conflicting with the State Plan.