



STATE OF MISSISSIPPI
Phil Bryant, Governor
DEPARTMENT OF HUMAN SERVICES
Richard A. Berry
Executive Director

July 15, 2013

Ms. Jeannie Chaffin
Director
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
370 L'Enfant Promenade, S.W. 5TH Floor, West
Washington, D.C. 20447

Dear Ms. Chaffin:

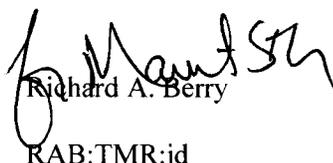
In accordance with Public Law 97-35, Subsection (2), the State of Mississippi submits its application for FY 2014 Low-Income Home Energy Assistance Program funds for your review and approval. As required by the Omnibus Budget Reconciliation Act of 1981, Title XXVI, this application was made available for public review and comments and a legislative public hearing was held in Jackson, Mississippi on June 5, 2013.

The grantee agency operating these funds is the Mississippi Department of Human Services. I have been designated by Governor Phil Bryant as the Executive Director of this agency and a copy of his letter is attached. I have designated the Division of Community Services as the organizational unit to administer the Low-Income Home Energy Assistance Program.

As designee of the Chief Executive of the State of Mississippi, I hereby certify that this State will use these funds in compliance with the Low-Income Home Energy Assistance Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.

Questions or comments concerning the application should be directed to Mrs. Tina M. Ruffin, Director of the Division of Community Services, Mississippi Department of Human Services, Post Office Box 352, Jackson, Mississippi 39205. Her telephone number is (601)359-4768.

Sincerely,


Richard A. Berry
RAB:TMR:jd

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DETAILED MODEL PLAN

PUBLIC LAW 97-35, AS AMENDED

FISCAL YEAR (FY) 2014

GRANTEE STATE OF MISSISSIPPI

EIN: 64-6000807

ADDRESS MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF COMMUNITY SERVICES
POST OFFICE BOX 352
JACKSON, MISSISSIPPI 39205

NAME OF LIHEAP COORDINATOR _____

E MAIL: Tina.Ruffin@mdhs.ms.gov

TELEPHONE: (601) 359-4768 **FAX:** (601) 359-4370

PLEASE CHECK ONE: TRIBE _____ STATE X INSULAR AREA _____

Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, DC 20447

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01

OMB Approval No. 0970-0075

Expiration Date: 04/30/2014

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which the grantee is not permitted to file an abbreviated plan. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

GRANTEE Mississippi**ASSURANCES**

The State of Mississippi agrees to:

(Grantee name)

- (1) use the funds available under this title to--
 - (A) conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly elderly and disabled citizens with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);
 - (B) intervene in energy crisis situations;
 - (C) provide low-cost residential weatherization and other cost-effective energy-related home repair; and
 - (D) plan, develop, and administer the State's program under this title including leveraging programs; and the State agrees not to use such funds for any purposes other than those specified in this title;
- (2) make payments under this title only with respect to--
 - (A) households in which one or more individuals are receiving-
 - (i) assistance under the State program funded under part A of title IV of the Social Security Act;
 - (ii) supplemental security income payments under title XVI of the Social Security Act;
 - (iii) SNAP under the Food Stamp Act of 1977; or
 - (iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or
 - (B) households with incomes which do not exceed the greater of-
 - (i) an amount equal to 125 percent of the poverty level for such State; or
 - (ii) an amount equal to 60 percent of the State median income;

except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 60 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

- (3) Conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act; (TANF, child support enforcement)-
- (4) Coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;
- (5) Provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;
- (6) To the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that—
 - (A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and
 - (B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

- (7) If the State chooses to pay home energy suppliers directly, establish procedures to –
- (A) notify each participating household of the amount of assistance paid on its behalf;
 - (B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;
 - (C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and
 - (D) ensure that the provision of vendor payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;
- (8) Provide assurances that,
- (A) The State will not exclude households described in clause (2) (B) of this subsection from receiving home energy assistance benefits under clause (2), and;
 - (B) The State will treat owners and renters equitably under the program assisted under this title;
- (9) Provide that–
- (A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year; and
 - (B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));
- (10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid

to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provision of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

- (11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;
 - (12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);
 - (13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and
 - (14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.
 - (15) *beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.
- * **This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed \$200,000. Territories with annual allotments of \$200,000 or less and Indian tribes/tribal organizations are not subject to Assurance 15.**
- (16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended. * By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment, suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.**

Signature:

Richard A Berry

Title:

Executive Director

Date:

9/17/13

***Indian tribes/tribal organizations and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.**

**** If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.**

***** HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.**

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, and Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

GRANTEE Mississippi

statutory references

2605(a)

2605(b) (1) → Please check which components you will operate under the LIHEAP Program: (Note: You must provide information for each component designated here as requested elsewhere in this plan.)

(Use of funds)	Dates of Operation
<u>x</u> heating assistance	<u>October - April</u>
<u>x</u> cooling assistance	<u>May - September</u>
<u>x</u> crisis assistance	<u>January - December</u>
<u>x</u> weatherization assistance	<u>January - December</u>

2605(c) (1) (C) → Please estimate what amount of available LIHEAP funds will be used for each component that you will operate: **The total of all percentages must add up to 100%.**

(Use of funds)

	<u>37%</u> heating assistance
	<u>27%</u> cooling assistance
	<u>5%</u> crisis assistance
2605(k) (1)	<u>15%</u> weatherization assistance
	<u>1%</u> carryover to the following fiscal year
2605(b) (9)	<u>10%</u> administrative and planning costs
2605(b) (16)	<u>5%</u> services to reduce home energy needs including needs assessment (assurance 16)
	<u>0%</u> used to develop and implement leveraging activities (limited to the greater of .08% or \$35,000 for states, the greater of 2% or \$100 for territories, tribes and tribal organizations).
	<u>100</u> TOTAL

GRANTEE Mississippi

Statutory references

2605(c) (1) (C) → The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:
 (alternate use of crisis assistance funds)

- heating assistance
- cooling assistance
- weatherization assistance
- Other(specify):

→ Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served? (This is required by the statute.)

Yes No

2605(b) (2) → What are your maximum eligibility limits?
 2605(c) (1) (A) (Please check the components to which they apply.)
Current year guidelines must be used.

(eligibility)

- 150% of the poverty guidelines:
 heating cooling crisis wx
- 125% of the poverty guidelines:
 heating cooling crisis wx
- 110% of the poverty guidelines:
 heating cooling crisis wx
- 60% of the State's median income:
 heating cooling crisis wx
- Other (specify for each component)

Households automatically eligible if one person is receiving TANF, SSI, Food Stamps, Certain means-tested veterans' programs (heating cooling crisis wx)

GRANTEE Mississippi

statutory references

2605(c) (1) (A) → Do you have additional eligibility requirements
 2605(b) (2) for: HEATING ASSISTANCE? (Yes x No)

(eligibility)	Yes	No
Do you use:	<u> </u>	<u> </u>
Assets test?	<u> </u>	<u> x </u>
Do you give priority in eligibility to:		
Elderly?	<u> x </u>	<u> </u>
Disabled?	<u> x </u>	<u> </u>
Young children?	<u> x </u>	<u> </u>
Other: (If yes, please describe)	<u> x* </u>	<u> </u>

* See Attachment A

GRANTEE Mississippi

statutory references

2605(c) (1) (A)

2605(b) (2)

→ Do you have additional eligibility requirements for:
COOLING ASSISTANCE (____ Yes x No)

(eligibility)

→ Do you use:	<u>Yes</u>	<u>No</u>
Assets test?	_____	_____ <u>x</u> _____
→ Do you give priority in eligibility to:		
Elderly?	_____ <u>x</u> _____	_____
Disabled?	_____ <u>x</u> _____	_____
Young children?	_____ <u>x</u> * _____	_____
Other: (If Yes, please describe)	_____ <u>x</u> _____	_____

* See Attachment A

GRANTEE Mississippi

statutory references

2604 (c)

2605(c) (1) (A) → Do you have additional eligibility requirements for:

(eligibility) **CRISIS ASSISTANCE?** (x Yes ___ No)

→Do you use:	<u>Yes</u>	<u>No</u>
Assets Test?	___	<u>x</u>
Must the household have received a shut-off notice or have an empty tank?	___	<u>x</u>
Must the household have exhausted regular benefit?	___	<u>x</u>
Must the household have received a rent eviction notice?	___	<u>x</u>
Must heating/cooling be medically necessary?	___	<u>x</u>
Other:	<u>x*</u>	___
Case Plan Compliance	<u>x</u>	___

* See Attachment A

→What constitutes a crisis? (Please describe)

* See Attachment A

GRANTEE Mississippi

statutory references

2605(c) (1) (A) → Do you have additional eligibility requirement for: **Weatherization** ?
 (Yes x No)

(eligibility)

→Do you use:	<u>Yes</u>	<u>No</u>
Assets Test	<u> </u>	<u> x </u>
Priority groups? (Please list)		
Elderly	<u> x </u>	<u> </u>
Disabled	<u> x </u>	<u> </u>
Young children	<u> x </u>	<u> </u>
Other: (If yes, please describe)	<u> x* </u>	<u> </u>

→Are you using Department of Energy (DOE) Low-Income Weatherization Assistance Program (LIWAP) rules to establish eligibility or to establish priority eligibility for households with certain characteristics? x

→If yes, are there exceptions? Please list below. x

*See Attachment A

GRANTEE Mississippi

statutory references

2605(b)(3)

Please check the outreach activities that you conduct that are designed to

2605(c)(3)(A) →

assure that eligible households are made aware of all LIHEAP assistance available:

(outreach)

- provide intake service through home visits or utilize documentation as provided by other community partners for the physically infirmed (i.e. elderly or disabled).
- place posters/flyers in local and county social service offices, offices of aging, social security offices, VA, etc.
- publish articles in local newspapers or broadcast media announcements.
- include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.
- make mass mailing to past recipients of LIHEAP.
- inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.
- execute interagency agreements with other low-income program offices to perform outreach to target groups.
- other (Please specify): Energy vendors are informed to advise their customers/clients about the availability of the LIHEAP assistance. The vendors make referrals to local subgrantees. Also, local subgrantees conduct community meetings to inform clients of the program.
- * Conduct Orientation session to explain program specific to potential clients.
- * Conduct Orientation for vendors and Community leaders to explain program guidelines.
- * Pre-application made available through Virtual Roma website at <https://virtualroma@mdhs.ms.gov>. This website can be accessed nationwide.

GRANTEE Mississippi

statutory references

2605(b) (4) → Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted.

(coordination) See Attachment B

2605(b) (5) → The Statute requires that there be no difference in the treatment
 2605(b) (2) of households eligible because of their income and those eligible
 2605(b) (8A) because they receive benefits under TANF, Food Stamps, SSI or certain means-tested veterans program (“categorical eligible”). How do you ensure there is no difference when determining eligibility and benefit amounts? This applies to all components, unless specifically noted below.

See Attachment D

(benefit levels) The State agrees and assures that there will be no difference in the treatment of households (recipients of TANF, Food Stamps, SSI or means tested veterans benefits) as described in the LIHEAP Statute. Every household served under LIHEAP must complete the application process and meet the eligibility requirements regardless if they are categorically eligible. This process ensures equitable treatment and eliminates preferential treatment. This procedure applies to all components of LIHEAP.

See Attachment D

GRANTEE Mississippi

statutory references

HEATING COMPONENT

2605(b) (5) → Please check the variables you use to determine your benefit levels (check all that apply):

(determination of benefits)

- income
- family (household) size
- home energy cost
- fuel type
- climate/region
- individual bill
- dwelling type
- energy burden (% of income spent on home energy)
- energy need
- other (describe) Result of Case Management Analysis (and the actual bill amount).

2605(b) (5)
2605(c) (1) (B) → Describe how you will assure that the highest benefits go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size.

(benefit levels) Please describe benefit levels or attach a copy of your payment matrix.

During the case management process, consideration is given to ensure compliance of this subsection. See Attachment A and B.

→ Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits?

Yes No, If yes please describe. Blankets, heating systems, furnaces and other heating, energy-related materials/services may be provided depending on need, the case management result and client complying **fully** with the established case plan.

GRANTEE Mississippi

statutory references

COOLING COMPONENT

2605(b) (5)
2605(c) (1) (B)

➔Please check the variables you use to determine your benefit levels (Check all that apply):

(determination of benefits)

- income
- family (household) size
- home energy cost
- fuel type
- climate/region
- individual bill
- dwelling type
- energy burden (% of income spent on home energy)
- energy need
- other (describe) Result of Case Management Analysis (and the actual bill amount)

2605(b) (5)
2605(c) (1) (B)

➔Describe how you will assure that the highest benefits will go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size. Please describe benefit levels or attach a copy of your payment matrix.

(benefit levels)

During the case management process, consideration is given to ensure compliance of this subsection. See Attachment A and B.

➔Do you provide in-kind (e.g. fans) and/or other forms of benefits?
 Yes No, If yes, please describe. Fans, air conditioners, cooling systems and other cooling, energy-related services may be provided depending on needs, case management result and client complying fully with the established case plan.

GRANTEE Mississippi

statutory references

2605(b) (5)
2605(c) (1) (B)
(benefit
determination)

CRISIS COMPONENT

➔How do you handle crisis situation?

Separate Component Other (please explain)

➔If you have a separate component, how do you determine crisis assistance benefits?

amount to resolve crisis, up to maximum

* other (describe)

*The attached bill amount and not to exceed the \$2,500 maximum benefit amount.

See Attachment A

(benefit levels)

➔Please indicate the maximum benefit for each type of crisis assistance offered.

heating \$ N/A maximum benefit

cooling \$ N/A maximum benefit

year-round \$ N/A maximum benefit

*Depends on the actual bill amount and the case management results, not to exceed the \$2,500 maximum benefit.

See Attachment A.

➔Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?

Yes No If yes, please describe. Blankets, cooling & heating systems, furnace, and other home energy related materials/services may be provided depending on eligibility determination, needs and the case management result (including the extent an applicant household complies with the established case plan).

GRANTEE **Mississippi**

statutory references

2605(b) (5) **WEATHERIZATION & OTHER ENERGY RELATED HOME REPAIR AND IMPROVEMENTS**

2605(c) (1) (B) & (D)

➔What LIHEAP weatherization services/materials do you provide? (Check all categories that apply.)

(types of assistance)

- Weatherization needs assessments/audits.
- Caulking, insulation, storm windows, etc.
- Furnace/heating system modifications/repairs
- Furnace replacement
- Cooling efficiency mods/repairs/replacement
- Other (Please describe)

(benefit levels)

➔Do you have a maximum LIHEAP weatherization benefit/expenditure per household? Yes No

If Yes, what is the maximum amount? \$ 6,904

➔Under what rules do you administer LIHEAP weatherization? (Check only one.)

(types of rules)

- Entirely under LIHEAP (not DOE) rules
- Entirely under DOE LIWAP rules
- Mostly under LIHEAP rules with the following DOE LIWAP rule(s) where LIHEAP and LIWAP rules differ (Check all that apply):

- Weatherize buildings if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days
- Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).
- Other (Please describe)
- Mostly under DOE LIWAP rules, with the following LIHEAP rule(s) where LIHEAP and LIWAP rules differ (Check all that apply.)
- Weatherization not subject to DOE LIWAP maximum statewide average cost per dwelling unit.
- Other (Please describe.)

GRANTEE Mississippi

2605(b) (6) The state administers LIHEAP through the following local agencies:

- (agency designation)
- county welfare offices
 - community action agencies (weatherization component only)
 - community action agencies (heating, cooling or crisis)
 - charitable organizations
 - not applicable (i.e. state energy office)
 - tribal office
 - other, describe: Two human resource agencies

- We have chosen agencies based on prior experience administering similar programs. Agencies must submit a successful proposal for review, comply with audit requirements and have satisfactory performance reviews.

→ Have you changed local administering agencies from last year?
 Yes No

If yes, please describe how you selected them.

→ What components are affected by the change?

2605(c) (1) (E)
 (targeting of assistance)

→ Please describe any additional steps (other than those described elsewhere in this plan) that will be taken to target assistance to households with high home energy burdens. **(This applies to all components. If all steps to target households with high home energy burdens are described elsewhere in this plan, no further information is required here.)**

GRANTEE Mississippi

statutory references

2605(b) (7) → Do you make payments directly to home energy suppliers?

Heating _____ Yes x No

Cooling _____ Yes x No

Crisis _____ Yes x No

If Yes, are there exceptions? _____ Yes x No

If Yes, please describe.

2605(b) (7) (A) → If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (Please describe)

2605(b) (7)
(B) & (C)

→ How do you make sure the home energy supplier performs what is required in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

GRANTEE Mississippi

statutory references

2605(b) (8) (B) → Is there a difference in the way owners and renters are treated? If yes, please describe.

(owners
and
renters)

HEATING ASSISTANCE

_____ Yes x No

COOLING ASSISTANCE

_____ Yes x No

CRISIS ASSISTANCE

_____ Yes x No

WEATHERIZATION

 x * Yes _____ No

*Yes there is a home owner's agreement and the home owner is encouraged to participate in weatherization and the landlord will be restricted from raising the rent for two years.

GRANTEE Mississippi

statutory references

2605(b) (10) →How do you ensure good fiscal accounting and tracking of LIHEAP funds? (Please describe. Include a description of how you monitor fiscal activities.)

(See Attachment E)

(program,
fiscal
monitoring,
and audit)

→How do you monitor program activities? (Please be sure to include a description of how you monitor eligibility and benefit determination.)

The Virtual ROMA client tracking system automatically determines eligibility. The benefit level is determined at point of application. The application intake form and the program worksheet completed on behalf of clients are reviewed to insure that eligibility is properly determined. Also, the case plan completed on behalf of clients is reviewed to know how benefits are determined. No agency intake can be taken manually, except in case of natural disaster or with written approval from the MDHS/DCS.

→How is your LIHEAP program audited?
Under the Single Audit Act? Yes ___ No.
If not, please describe:

For States and Territories:

→Is there an annual audit of local administering agencies? Yes ___ No
If not, please explain.

GRANTEE **Mississippi**

statutory references

2605(b) (12)

➔How did you get timely and meaningful public participation in the development of the plan? (Please describe.)

timely and meaningful public participation)

Notice of the public hearing appeared in the Clarion Ledger, with statewide distribution, and nine other newspapers on May 22 and May 29, 2013.

(see Attachment I).

2605(a) (2)

➔Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds? When and where?

 x Yes No

(Not required for Tribes and tribal organizations)

The Mississippi Department of Human Services, Division of Community Services will be conducting the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Program under Title 26 of the Omnibus Budget Reconciliation Act of 1981, as amended. We conducted the hearing for the 2014 program on Wednesday, June 5, 2013 at 1:30 p.m. at the Mississippi Department of Human Services, 750 North State Street, Training Room A, Jackson, Mississippi.

GRANTEE Mississippi

statutory references

2605(b) (13)

→ Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

(fair
hearings)

→ Denials

Applicants are informed of their hearing rights during the application process. The intake form signed by each applicant has a statement which says "I understand that I have the right to appeal within thirty (30) days from date of notification from your office advising me that I may request a fair hearing if I am dissatisfied with the results of my application."

The State encourages and provides an opportunity for a fair administrative hearing process to an applicant whose claim for assistance under the State Plan is denied or is not acted upon with reasonable promptness. As a part of funding requirement, local subgrantees are required to submit a fair hearing plan. The Due process begins at the local level and concludes with a formal hearing after this level. The local Subgrantees are required to assist the complainant in the process. Any applicant who is dissatisfied initiates a request for a hearing by filing a written request with the local Subgrantee where the application was originally made. The applicant may represent themselves or seek the assistance of others including legal counsel. (Legal costs are not paid with LIHEAP funds.)

The local agencies conduct the initial hearing and provide for:

1. A hearing officer to conduct the hearing locally;
2. If it is not resolved on the local level, all the hearing materials are submitted to the state agency (MDHS/DCS) in order for the case to be reviewed, reach a decision, and notify the complainant of the decision reached based on facts and evidence.

The fair hearing process applies to all LIHEAP components. A detailed hearing process is in the LIHEAP Manual of Instructions given to all the local subgrantees.

GRANTEE Mississippi→ Applications Not Acted On In a Timely Manner

Clients submitting Pre-Applications must receive notification of appointment for Orientation or services within fifteen (15) business days of submission of the Pre-application. Once intake is initiated, the client's application status must change to Waiting on Approval within ten (10) business days. Then the application must be acted upon with a change to Approved, Denied or Returned for Correction within two (2) business days. Agency cancellations must occur within twenty-four hours after Approved. Afterwards any cancellation requests must be made by the Agency's Executive Director in writing to the Director of the Division of Community Services and must occur prior to the creation of the agency's electronic file for payment. Payment must occur within twenty (20) business days after application has been approved. In instances where the application was not acted upon in a timely manner, the agency has two (2) business days to complete the intake process.

GRANTEE Mississippi

statutory references

2605(b) (15)

For States and Puerto Rico only (not applicable to Tribes and tribal organizations, or to territories whose annual regular LIHEAP allotments are \$200,000 or less):

(alternate outreach
and intake)

➔ Does the State agency that administers the following LIHEAP component also administer the State's welfare program?

HEATING ASSISTANCE

Yes No

If yes, describe alternate process for outreach and intake:

The State Agency also administers the State Welfare Program, however different divisions administers the LIHEAP and Welfare Programs. The Division of Community Services partners with the Division of Economic Assistance, Division of Child Support and other divisions within the agency to ensure that low-income elderly, disabled families have access to all eligible services. All eighty-two counties across the state are serviced by qualified Case Manager/Caseworkers that provides outreach and intake services. The typical hours of operation for eligible entities are Monday-Friday from 7:30 am – 6:00 pm.

COOLING ASSISTANCE

Yes No

If yes, describe alternate process for outreach and intake:

The State Agency also administers the State Welfare Program, however different divisions administers the LIHEAP and Welfare Programs. The Division of Community Services partners with the Division of Economic Assistance, Division of Child Support and other divisions within the agency to ensure that low-income elderly, disabled families have access to all eligible services. All eighty-two counties across the state are serviced by qualified Case Manager/Caseworkers that provides outreach and intake services. The typical hours of operations for eligible entities are Monday – Friday from 7:30 am – 6:00 pm.

GRANTEE Mississippi

CRISIS ASSISTANCE

Yes No

If yes, describe alternate process for outreach and intake:

The State Agency also administers the State Welfare Program, however different divisions administers the LIHEAP and Welfare Programs. The Division of Community Services partners with the Division of Economic Assistance, Division of Child Support and other divisions within the agency to ensure that low-income elderly, disabled families have access to all eligible services. All eighty-two counties across the state are serviced by qualified Case Manager/Caseworkers that provides outreach and intake services. The typical hours of operations for eligible entities are Monday – Friday from 7:30 am – 6:00 pm.

statutory references

2605(b) (16)

→ Do you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance? (This assurance refers to activities such as needs assessments, counseling, and assistance with energy vendors.)

Yes No

If yes, please describe these activities.

Activities include consumer education classes, vendor-sponsored workshops, low-cost, no-cost weatherization measures for clients eligible for the program.

If yes, how do you ensure that you don't use more than 5% (statutory ceiling) of your LIHEAP funds for these activities?

The State of Mississippi is aware of the limitation and assures that the 5% statutory ceiling requirement for assurance 16 will not be violated based on the allocation awarded to subgrantees and the Request for Cash and Reporting Worksheet.

GRANTEE Mississippi

Statutory references

2607(A)

(leveraging)

→ Please describe leveraging activities planned for the fiscal year. **(This entry is optional.)*** Complete this entry if you plan to apply for LIHEAP leveraging incentive funds and to include in your leveraging report resources/benefits provided to low income households this fiscal year under criterion (iii) in 45 CFR 96.87(d)(2). Provide the following information for each:

- (1) Identify and described each resource/benefit;
- (2) Identify the source(s) of each resource; and
- (3) Describe the integration/coordination of each resource/benefit with the LIHEAP program, consistent with 1 or more of conditions A-H in 45 CFR 96.87(d)(2)(iii).

The State shall participate in the LIHEAP Leveraging Program. The State and local subgrantees will solicit non-federal dollars in order to qualify to compete for leveraging incentive funds. Based on 2013 leveraging amounts, the State plans to leverage a minimum of 10 percent more in FY 2014. Several organizations, individuals, etc. will be contacted to make cash and in-kind contributions, such as discounts, arrearage forgiveness, fuel funds, credit, volunteer, WX materials, waivers: disconnections, deposits and reconnect fees, etc.

The State coordinates leveraging with the LIHEAP program to provide consumer education with our clients to encourage them to conserve energy and the disadvantages of getting services interrupted. It is more costly for the client and the utility providers to have re-connections. Leveraging resources also provide additional services to more clients in LIHEAP. Coordination also compliments our budget program in LIHEAP to allow clients to better manage resources.

*Leveraged resources/benefits that are counted under criterion (iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantees LIHEAP plan and distributed as indicated in the plan. In addition, leveraging resources/benefits that are counted under criterion (ii) must be carried out under one or more components of the grantee's regular LIHEAP program.

GRANTEE Mississippi

statutory references

2605(b) → Please describe performance goals and measures planned for the fiscal year. **(This entry is optional.)**

(Performance goals and measures)

See Attachment C

ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- **Lobbying certification**, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments must be submitted. (Tribes and tribal organizations are **EXEMPT**)
- **Debarment** and suspension certification, which must be filed by all grantees.
- **Drug-free workplace requirement certification**, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services. STATES ONLY: If you have filed a statewide certification for the drug-free requirement, please check here: _____
- One of the new requirements included in the 1994 reauthorization of the statute is that grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.

See Attachment F

- Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106. This approval number expires September 30, 2014.

The LIHEAP Carryover and Reallocation Report will be submitted on July 15, 2013.

ATTACHMENT A

Statutory Reference 2605 (B) (2) “Eligibility and Benefit Determination”

Each applicant household requesting for LIHEAP assistance must complete application process for eligibility determination. The application process involves a **case management approach**. This approach is an interaction between the client and a caseworker/manager. During the interaction process caseworker/case manager obtains vital information about social and economic conditions of the entire household. This process assists in identifying households' needs including those with high energy burdens. It also helps to identify those households that are at risk or in crisis so that a **service plan** can be developed to assist these households to become stable and self-reliant.

Income eligibility is set at or below 60% of the State Median Income that are in effect at the time of submission of the application. An application is taken on the applicant household by the local subgrantee agencies. All applications taken must be taken in the Virtual ROMA system. Eligibility and benefit level are determined upon supervisory review, and an approval or denial letter will be sent to the client. Assistance from another program may also be provided to eligible households, especially those households enrolled in and complying with the established service plan. If an eligible client declared zero income in prior year and is in compliance with their case management plan, the client's case must be reassessed before monetary assistance can be provided. If the client declared zero income in prior year and is not in compliance with the case management plan, the caseworker must show all attempts to assist the client in their efforts, but is not required to provide monetary assistance. Should a client who enrolled in case management fail to comply with the mutually agreed upon goals established in the service plan without a legitimate reason(s), cash assistance may be discontinued until there is evidence of compliance or legitimate reason(s). No cash assistance will be provided if a custodial parent (client) fail to provide evidence that he/she has or is willing to pursue child support from the absent parent or is out of compliance with TANF or other public assistance programs. However, other non-financial assistance such as case management, referral, etc. may be provided. If a client has a two month bill, an eligible household may receive energy assistance for their current month's bill. The client is responsible for past due amount before agency can make a payment. Emergency situations may be reviewed by agency Supervisor and client may receive assistance for prior month bill. If an energy bill is in the deceased spouse's name, the current head of household may be eligible for energy assistance. However, case managers will assist the client with changing the bill into the living spouse's name where and when possible.

This year, the state will has a maximum benefit amount for LIHEAP assistance. A household cannot receive more than \$2,500 in benefits for the program year. This amount may be adjusted from year to year based on the state's allocation. An exception will be given to weatherization clients in need of a heating/cooling unit. The cost of the unit is not included in the \$2,500 maximum benefit amount.

Priority is given to the elderly and disabled. In elderly/disabled zero income cases or crisis cases, clients will be assisted with LIHEAP and service plan done to access any resources available to the client, such as social security, disability, prescription assistance, etc. Live-in

attendants income can be excluded if it is determined that (1) the live-in is essential to the care and well-being of the person; and (2) would not be living in the unit except to provide the necessary supportive services.

NOTE: A Case Plan is a process whereby a client and a case worker/manager jointly establish goal(s) designed to enhance the client's educational and job opportunities in order for the client to become stable, self-sufficient or thriving. The level of cash amount to be awarded to eligible households depends on the applicant's bill amount, the result of case management analysis and degree of participation on the established case plan.

There are two types of crisis situations, emergency crisis and non-emergency crisis.

A. Emergency crisis is a relief following a natural or man-made disaster that is considered unexpected or life threatening.

Examples:

1. Income loss within last 30 days due to layoff, consequences resulting in termination of benefits, or theft
2. Natural disaster (Fire, tornado, flood, etc.), and extreme inclement weather conditions as determined by the National Weather Service
3. Person(s) on life support
4. Unexpected expense (Death of immediate family member, funeral expense, high medical expense, etc.)

B. Non-Emergency crisis is any other causes that are not considered immediate life threatening.

Examples:

1. Employment
2. Education
3. Income Management
4. Other

Crisis situations will be determined by the case manager and the client evaluation.

ATTACHMENT B**GRANTEE Mississippi****Statutory reference 2605 (b) (4) "Coordination of LIHEAP Activities"**

The State agrees to coordinate its activities under this title with similar and related programs administered by the Federal Government and the State, particularly low-income energy-related programs under Subtitle B of Title VI (relating to Community Services Block Grant Program), under the Supplemental Security Income Program under Part A of Title IV of the Social Security Act, under Title XX of the Social Security Act, under the Low-Income Weatherization Assistance Program, under Title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964, before the date of the enactment of this Act.

The Division of Community Services (DCS) of the Mississippi Department of Human Services administers LIHEAP, the Community Services Block Grant (CSBG), and the Low-Income Weatherization Assistance Program (WAP). By operating these programs under one division, it provides high potential for enhancing coordination. Also, it minimizes duplication of services between LIHEAP and other related programs under the Social Security Act, the Energy Conservation and Production Act and other related programs which are administered under the Economic Opportunity Act of 1964. A referral mechanism is in place (through the case management approach) to refer to, and receive referrals from other social service providers and energy vendors. LIHEAP clients identified as high energy users due to the poor condition of their homes are referred to the Weatherization Assistance Program, and priority is given to elderly and disabled individuals. Also the program is coordinated with the United States Department of Agriculture – Rural Development, Housing and Urban Development and local city governments.

Other forms of coordination involves soliciting local funds as leveraging from organizations, individuals, philanthropy agencies and energy vendors. The leveraging funds generated are used to maintain the level of service or to assist additional eligible clients. Subgrantees are encouraged to participate in leveraging local funds to supplement LIHEAP.

DCS will use one automated intake application for all the programs (LIHEAP, WAP, and CSBG), called the Virtual ROMA Tracking System. In addition, each applicant household's case folder (personal data information) is placed in one file known as a single filing system. The one intake application process and single filing system are viable means of coordinating efforts. It has the potential of cost savings. Another attribute is it enhances a case management approach by allowing licensed social workers, case workers, and case managers the opportunity to do a more thorough and comprehensive assessment of the economic and social conditions of all the household members and to provide service(s) accordingly for the attainment of stability and self-sufficiency.

ATTACHMENT C

LIHEAP SERVICE DELIVERY PLAN

The LIHEAP statute identifies the following two groups of low-income households below as having the “highest home energy needs”:

- **Vulnerable Households:** Vulnerable households are those with at least one member who is a young child, an individual with disabilities, or a frail older individual. The statute does not define the terms, “young children,” “individuals with disabilities,” and “frail older individuals.” The concern is that such households face serious health risks if they do not have adequate heating or cooling in their homes. Health risks can include death from hypothermia or hyperthermia and increased susceptibility to other health conditions such as stroke and heart attacks.
- **High Burden Households:** High burden households are those households with the lowest incomes and highest home energy costs. The concern is that such households will face safety risks in trying to heat or cool their home if they cannot pay their heating or cooling bills. Safety risks can include use of makeshift heating sources or inoperative/faulty heating or cooling equipment that can lead to indoor fires, sickness, or asphyxiation.

Administration for Children and Families (ACF) has included in its LIHEAP performance plan the program goal of “increasing the availability of LIHEAP fuel assistance to vulnerable and high burden households whose health and/or safety are endangered by living in a home without sufficient heating or cooling.” ACF has translated the program goal into the following explicit targeting performance goals of increasing the targeting index of:

- LIHEAP recipient households having at least one member 60 years or older compared to non-vulnerable LIHEAP recipient households;
- LIHEAP recipient households having at least one member five years or younger compared to non-vulnerable LIHEAP recipient households; and
- LIHEAP recipient high-energy burden households compared to LIHEAP recipient low-energy burden households.

LIHEAP’s targeting performance is a proxy measure for health and safety outcomes. Improving targeting performance for eligible vulnerable households can help such households avoid serious health risks if they cannot afford to adequately heat or cool their homes.

LIHEAP OBJECTIVES

Each agency **must** address the six LIHEAP goals shown in the attached goal section and each LIHEAP goal and outcome measure **must be quantified**. Agencies must ensure that they have reviewed previous year totals to estimate more accurate totals for upcoming year. The LIHEAP goals and objectives should be integrated and reported as part of Virtual ROMA. All clients with high energy burdens **must** be referred to Weatherization.

A. GOAL

To target and provide financial assistance and consumer education to all low income households being served, taking into account both energy consumption and vulnerability of one or more household members (disabled, elderly and children) while at the same time reducing the client's burden of energy costs/consumption.

Note: The goals may be measured by one or more of the following outcome measures as shown after each goal. Each Agency may select one or more of the outcome measures for each goal. Quantify the number of clients to be assisted under each goal.

OUTCOME MEASURES

1. Stabilize clients after LIHEAP and/or weatherization assistance.
2. Stabilize the vulnerable (disabled, elderly, and children) targeted households served, as well as those involved in case management to become self-sufficient.

MEASURABLE ACTIVITIES

1. Obtain energy statements and/or bills of clients 6 months before and 6 months after energy assistance. Calculate and compare the statements and/or bills for the (12) month period, paying particular attention to justify the increase and decrease of the clients' statements and/or bills. Maintain an accurate record and/or bills of clients 6 months before and 6 months after energy assistance. Calculate and compare the statements and/or bills for the (12) month period, paying particular attention to justify the increase and decrease of the clients' statements and/or bills.
2. Provide counseling and maintain an accurate record of energy consumption orientations and private individual sessions. Maintain an accurate record of LIHEAP households who completed financial assistance/counseling sessions.
3. Maintain an accurate record of the number of clients referred to the Weatherization Assistance Program that actually received services.

B. GOAL

To increase energy affordability for LIHEAP recipient households.

OUTCOME MEASURES

1. Increase the number of households participating in the vendor- sponsored low-income programs, for example, vendor participation workshops.
2. Increase the number of previously served LIHEAP recipients making regular utility payments to vendor/suppliers.

MEASURABLE ACTIVITIES

1. Obtain from vendors a copy of the clients' payments 6 months before and 6 months after energy assistance for a comparison analysis.
2. Maintain an accurate record of the clients participating in vendor-sponsored programs.
3. Provide counseling and maintain an accurate record of energy conservation orientations and provide individual sessions.

C. GOAL

To increase efficiency of energy consumption for LIHEAP recipient households.

OUTCOME MEASURES

1. Increase the serviceable number of LIHEAP recipient households weatherized, including low/no-cost energy related home repair(s).
2. Increase the number of LIHEAP recipient households practicing energy conservation and receiving energy counseling and/or education.
3. Decrease the number of repeat LIHEAP households requiring intense targeting for regular assistance or crisis intervention.

MEASURABLE ACTIVITIES

1. Maintain an accurate record of the number of recipient households that were served.
2. Maintain an accurate record of the number of referrals to other programs/services.

3. Maintain an accurate record of the number of recipient households practicing effective energy conservation from the “client survey”.
4. Maintain an accurate record of the number of clients whose energy burden was reduced due to LIHEAP in combination with other energy resources, i.e., utility discounts.

D. GOAL

Perform leveraging activities to serve additional LIHEAP clients or provide a greater level of assistance to stabilize clients.

OUTCOME MEASURES

1. Serve additional LIHEAP clients.
2. Increase leveraging activities to generate a minimum amount of 15% of funds from the prior year to serve additional LIHEAP clients.
3. Solicit non-federal funds from philanthropic organizations.
4. Solicit in-kind gifts from philanthropic organizations and individuals.

MEASURABLE ACTIVITIES

1. Maintain an accurate number of LIHEAP clients served from leveraged funds.
2. Maintain an accurate listing of solicitations and funds received from foundations, corporations, and organizations.
3. Maintain an accurate number of households who were referred to non-LIHEAP energy related programs.

E. GOAL

To perform whole-house weatherization measures to a designated number of homes using LIHEAP funds, targeting households in which at least one member is elderly, disabled or a small child to reduce the energy cost/consumption of the household.

OUTCOME MEASURES

1. To decrease the energy cost/consumption of low-income households.
2. To increase the indoor quality of the homes of low-income households by addressing health and safety issues within the home.

MEASURABLE ACTIVITIES

1. Provide consumer education to household members participating and maintain record of all sessions.
2. Maintain an accurate record of the make-up of all households participating to include vulnerable household members.
3. Obtain statements from an adult household member to verify if the weatherization measures completed on the home have made a noticeable difference in the heating/cooling of the home.
4. Obtain energy bills for participating households for comparison over a 6-month period to observe actual increases/decreases in energy cost/consumption.

F. GOAL

Low income people, especially vulnerable populations, achieve their potential by Strengthening Family and Other Supportive Services.

OUTCOME MEASURES

1. To increase the number of low-income individuals or families served by Community Action that sought emergency assistance and increase the percentage of those households for which assistance was provided, including LIHEAP.
2. To increase the number of vulnerable population showing improvement as a result of receiving LIHEAP assistance, or benefit.
3. To increase the number of households for which LIHEAP assistance avoids a loss of energy service.
4. Increase the number of households in crisis whose emergency needs are ameliorated due to LIHEAP assistance or benefit.
5. Increase the number of high consumption households realizing a reduction in energy burden as a result of receiving LIHEAP assistance or benefit and increase the number of households for which LIHEAP assistance avoids a loss of energy service.
6. Increase the number of LIHEAP recipients making regular payments to energy suppliers as a result of financial counseling and increase the number of LIHEAP recipient households who received low/no cost energy related home repair through WAP.

7. Increase the number of LIHEAP households who completed financial assistance/counseling sessions.

MEASURABLE ACTIVITIES

1. Maintain an accurate record of the number of individuals or families that sought emergency assistance and note the percentage of those households assisted.
2. Maintain an accurate record of the number of households whereby supportive services were provided.
3. Maintain an accurate record of the households that avoided energy service

ATTACHMENT D

GRANTEE Mississippi

Statutory Reference 2605 (b) (5)

2605 (b) (2)

2605 (b) (8) (A)

2605(b) (10)

The State assures through Virtual ROMA that it will provide, in a timely manner, the highest level of assistance to those households (with the highest home energy needs which takes into account both the energy burden and the unique situation of the vulnerable population) which have the lowest incomes and the highest home energy cost in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in the above referenced clauses.

The State further assures that it will not differentiate in the treatment of households eligible for services because of their income and as the recipients of TANF, Food Stamps, SSI or certain means-tested veterans program certified as “categorically eligible”. This applies to all LIHEAP components (cooling, heating, crisis and weatherization).

The specific measures to ensure there is no difference in eligibility determination and benefit amounts is not to use categorical eligibility in all components. All applicant households must complete the established application process, case management process and eligibility determination described on Attachment B before assistance is provided.

The utilization of Virtual ROMA has resulted in additional fiscal control tracking capabilities for LIHEAP funds by:

- All LIHEAP funds expended must originate via Virtual ROMA.
- LIHEAP payments only occur based on client services that are in “approved” status in Virtual ROMA.
- Greater visibility by State to view, monitor and track fiscal process and payment on a state-wide basis across agencies.
- Programmatic staff must work closely with fiscal staff to determine timeframe for payment so that program reports are generated for the specified timeframe and given to fiscal.
- Fiscal compares, reviews and authorizes payment report before any payment. Any discrepancies identified between Program Reports and the electronic payment files are reconciled by Fiscal and Program before payment occurs.
- Virtual ROMA prohibits approvals from unauthorized program users and restricts any Fiscal User from the ability to approve client services.

- Energy vendors who are registered users of Virtual ROMA are able to review their clients' approved amounts and compare to ensure accuracy of amounts and clients' accounts.

ATTACHMENT E

The State requires all local Subgrantees requesting LIHEAP funds to submit Monthly Reporting Worksheets. These Reporting Worksheets show expenditures such as Program Assistance (regular), ECIP, Program Support and Administration. They also show expenditures by cost category and line items. Documentation from Virtual ROMA will be required to support costs reflected on Reporting Worksheets and Requests for Cash as a means to adhere to mandates by DPI to monitor costs reported for the month. Also Requests for Cash are submitted based on current needs. Federal funds made available to the State under this title will disburse administrative and programmatic funds to local Subgrantees in accordance with the LIHEAP Statute, and the overall contractual allocation for each subgrantee regulates the maximum allowable expenditures. Procedural manuals are in place which covers a range of fiscal and accounting rules and regulations with which Subgrantees must comply. Also, to further account for LIHEAP federal funds, 19 of 20 DCS Subgrantees use the same accounting software, GMS, which allows tracking through Virtual ROMA. It allows easy access in training new personnel, as well as existing personnel in the effective use of the GMS software and DCS requirements. DCS requires that Subgrantees use the MS State Personnel Board policies and procedures in filling vacant financial positions. These procedures assure that eligible entities require at least the minimum qualifications outlined by the MS State Personnel Board in order to maintain qualified financial staff. Subgrantees will not be required to replace existing staff who have already been employed in these positions, however, eligible entities must assure that existing staff is properly trained to function in their current capacity.

Local subgrantees are required to have and submit an annual audit. Audits are performed annually by an independent Certified Public Accountant on each local Subgrantee. Also, the State complies with the Single Audit Act requirement.

Subgrants will be monitored annually by the Division of Program Integrity. Periodic reviews to the subgrantee, both announced and unannounced will be conducted by the Division of Community Services.

The State continuously provides training and technical assistance to the subgrantees on program and fiscal management to enhance program compliance and quality service delivery to eligible households. DCS program and fiscal staff also conduct special training targeted at new subgrantee staff to ensure program compliance.

ATTACHMENT F
ADDITIONAL DCS POLICIES

Convicted Individuals

Individuals with non-controlled substance convictions who have successfully served their time must comply with all the conditions of their release and provide evidence they are in compliance. If those conditions apply, they are eligible for assistance for DCS administered funds.

Penalties, Fees and Other Criminal Activity Policy

To address questions regarding whether Community Services funding programs can be utilized to pay fees as a result of illegal activities, insufficient funds, late fees and reconnect fees. Federal dollars will not be utilized to pay for any criminal act that may be punishable with fines, fees, other penalties and/or imprisonment.

A. Criminal / Illegal Activities

- i. Any applicant submitting invoices for payment which explicitly state that part of the bill is inclusive of any illegal activity such as tampering and other theft for services will not be an allowable expense and therefore Community Services funds cannot be utilized to pay such expenses.
- ii. The vendor can adjust the bill to reflect the amount less the fees and the subgrantee can pay the portion that does not include such fees and penalties. Community Services funds cannot be utilized to pay such fees. Paying reconnect/late fees on behalf of clients due to negligence of the subgrantees failure to make timely payment(s) will not be eligible for utilizing Community Services funds.
- iii. Any applicant obtaining services under fraudulent circumstances will be disqualified from receiving LIHEAP services for six (6) months.

B. Deposits

- i. Deposits can be paid once using Community Services funds except in emergency or life-threatening situations with a lifetime limit of two deposits.

Eligibility and Assistance

Emancipated minors for the purpose of receiving federal assistance for the Community Services Funding Program are those who have receive emancipation initiated by the court through a court action through the State of Mississippi's social service procedures.

Applicants must be eighteen (18) years of age or older or an emancipated minor and must be head of household. Each applicant must provide the necessary information to complete an application, and must sign the application in the presence of the designated staff. Necessary information needed to determine eligibility is as follows but not limited to:

- Photo I.D. for all household members eighteen (18) or older.
- Social Security cards for all household members.
- Copy of certified Birth Certificates for all household members.
- Proof of household Gross Income.

Related and/or personal interest cases.

- A. Any employee and relatives and/or personal interest cases of employees may apply for and receive assistance; however there are special procedures for taking and processing applications for employees and individuals related to, or of personal interest to, an employee. An employee is considered to have a potential conflict of interest when his or her family member receives services in which the employee directly completes the client intake or partake in the approval process. In this occurrence, the caseworker should effective recues oneself from any involvement with the case. The agency staff member is prohibited from taking the application of a fellow employee.
- B. The Program Director is responsible for taking and processing applications for employees or personal interest cases and for submitting the case to the Executive Director for review and authorization of the approval or denial. Applications for assistance from Program Directors or their relatives will be taken and processed by the Executive Director. Applications received from individuals who have a close relationship with any employee will be submitted to the Executive Director for review and authorization or denial.
- C. The relatives for who the special procedures must be used include employee's spouse/ex-spouse, grandparents (also great and great-great grandparents), parents, (including stepparents), brothers and sisters (including stepbrothers and stepsisters, half-brothers and half-sisters), children (including stepchildren), grandchildren (also great and great-great grandchildren), aunts, uncles, nieces, nephews, first & second cousins, and these relatives of an employee's spouse who are related to this degree of marriage.
- D. Furthermore, no preferential treatment will be granted to the employee and his or her relatives and/or personal interest cases. The equivalent process for requesting and receiving assistance that applies for the general public applies in this case also.

Immigration Status

If the Head of Household is an illegal alien, the application should be denied for the entire household.

If an individual within a household is an illegal alien, does not disclose citizenship or establish satisfactory immigration status, ineligibility exists only for the individual member and not the entire household. The remaining household members should have eligibility determined. During the application process, any individuals within the household who do not wish to comply with citizenship and alien status requirements are considered “Non-Applicants” and should not be questioned about citizenship/alien status. However, these individuals must disclose and verify income and other information needed to establish the eligibility of the household. Eligibility cannot be determined when a Non-Applicant fails to disclose income, therefore, the application should be denied for the entire household. If adequate documentation of immigration status is subsequently provided for the Non-Applicant, the worker shall act upon the reported change in accordance with appropriate timeliness standards.

Most aliens who have entered the United States legally have in their possession documents that were issued by the United States Citizenship and Immigration Services (USCIS) which contains the person’s immigration status and the date that person entered the country, or adjusted to the status shown on the card. It is the responsibility of the applicant to provide the USCIS documents prior to eligibility determination. If the applicant does not provide documents establishing alien status on a timely basis or if alien status is questionable, the eligibility of the remaining household members shall be determined.

The most common documents used to verify alien status include, but are not limited to:

- Form I-551- Resident Alien Card and Conditional Resident Alien Card
- Form I-151- Alien Registration Receipt Card
- Form I-94- Arrival-Departure Record (Annotated with Section 207 or refugee, asylum, or paroled)
- Form I-688- Temporary Resident Card
- Unexpired foreign passport when it contains an endorsement “Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence”

When a household or person indicates inability or unwillingness to provide documentation of alien status for any household member, that (non-applicant) member should be classified as “Ineligible”, not illegal. Workers are cautioned that a determination that a person is Ineligible is not equivalent to a determination that a person is an illegal alien.

A person will be reported to the appropriate USCIS office under the following circumstances:

1. The applicant, another household member or the authorized representative admits that illegal aliens are present in the household;

2. USCIS documents presented by the household during the application process are determined to be forged;
3. A formal order of deportation or removal is presented by the household during the application process.

Sanction

Sanctions that occurred as a result of Child Support or any illegal acts involving the use of Community Services Funded Programs will result in sanction from receiving any Community Services Funding except or until the sanction has been removed or an agreement made with the sanctioning agency. If the household consists of a vulnerable adult/child, Community Services Funding may be utilized with the approval of supervisory staff.

ATTACHMENT G

LIHEAP HOUSEHOLD REPORT

OMB Control No. 0970-0060
 Grantee Name: Mississippi Department of Human Services Contact | Tina Ruffin, Director Phone: 601-359-4768 Expiration Date: 10/31/2014
LIHEAP Household Report for Federal Fiscal Year 2013--Long Form Date: 8/20/2013

The LIHEAP Household Report--Long Form is for use by the 50 States, District of Columbia, and the Commonwealth of Puerto Rico. This report provides household counts for both LIHEAP recipient and at (FFY) 2012, the period of The Long Form for this report consists of the following parts: (A) LIHEAP Assisted Households and (B) LIHEAP Applicant Households. De in the Department's LIHEAP Report to Congress for FFY 2012. The data are also used in measuring LIHEAP targeting performance under the Government Performance and Results Act (GPRA) of 1993, of 2010. As the reported data are aggregated, the information in this report is not considered to be confidential. Submit LIHEAPsubmission@acf.hhs

REQUIRED DATA must be reported under the LIHEAP statute. **REQUESTED DATA** can be reported (at the state's option) in response to House Report 103-483 and Senate Report 103-251. Both the LIH (FFY 12, LIHEAP_Long_Form.xls) and the instructions (FFY 12, LIHEAP_Long_Form_Instructions.pdf) can be downloaded in the Forms sections of the Office of Community Services LIHEAP web site. Excel spreadsheet is page protected to keep the format uniform. The items requiring a response are not page protected, such as "State-Reported Total" household counts. However, other areas of this spr the "Calculated Total" cannot be entered as that cell contains a protected formula that automatically adds the number of households under the poverty intervals as data is entered across each row.

Do the data below include estimated figures? NO YES If YES, mark "X" in the second column below for each type of assistance that has at least one estimate

A. LIHEAP ASSISTED HOUSEHOLDS 0111 HHS Poverty Guidelines are available www.acf.hhs.gov/programs/ocs/liheap/guidance/information_memoanda/11-08.html

Type of LIHEAP assistance	Mark "X" for estimated data	Number of assisted		2011 HHS Poverty Guideline interval, based					At least one household member who is a member 60 years or older (elderly)	Age 5 years or under (young child)	Elderly, disabled, or young child	At least one member		
		State-Reported Total	Calculated Total	Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty				Age 2 years or under	Age 3 years through 5 years	
1. Heating		31,644	31,644	16,360	8,506	4,507	2,104	167	10,735	17,949	4,767	23,735	2,268	3,361
2. Cooling		18,720	18,720	10,162	4,833	2,515	1,145	65	5,568	10,257	3,380	14,021	1,575	2,361
3. Winter/year round crisis		2,162	2,162	1,328	461	239	121	13	617	1,116	541	1,684	265	384
4. Summer crisis		775	775	493	172	76	34	0	200	373	212	595	102	153
5. Other crisis (describe below)														
6. Weatherization			484	107	227	114	30	6	259	144	35	312	19	16
7. Any type of LIHEAP assistance		42,286							13,286	22,999	7,287	31,876		

Include any notes below for section A (indicate type of assistance and item). For example, explain briefly why the state-reported total does not equal the calc. Not applicable

B. LIHEAP APPLICANT HOUSEHOLDS (regardless of whether assisted)

REQUIRED DATA

Type of LIHEAP assistance	Mark "X" for estimated data	Number of applicant State-Reported Total	Calculated Total	Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	Income data unavailable
1. Heating		33,947	33,947	17,818	8,921	4,797	2,225	186	
2. Cooling		21,158	21,158	11,612	5,421	2,813	1,245	67	
3. Winter/year round crisis		2,162	2,162	1,328	461	239	121	13	
4. Summer crisis		775	775	493	172	76	34	0	
5. Other crisis (specify)			0						
6. Weatherization			614	130	261	135	63	25	

ATTACHMENT H
2013 TENTATIVE ALLOCATIONS

2014 Tentative Allocations- Sept 2013

LIHEAP		Total					
		Allocation	Admin	Prog Supp	Prog Asst	ECIP	
AJFC							
	Adams	1.44%	251,094	6,786	12,215	220,488	11,605
	Claiborne	0.62%	108,110	2,922	5,259	94,932	4,996
	Copiah	1.10%	191,808	5,184	9,331	168,428	8,865
	Franklin	0.32%	55,799	1,508	2,715	48,997	2,579
	Jefferson	0.45%	78,467	2,121	3,817	68,903	3,626
	Lawrence	0.43%	74,980	2,026	3,648	65,840	3,465
	Lincoln	1.14%	198,783	5,373	9,671	174,553	9,187
	Total	5.50%	959,041	25,920	46,656	842,142	44,323
BOLIVAR							
	Bolivar	2.25%	392,335	10,604	19,087	344,513	18,132
CENTRAL MS							
	Attala	0.75%	130,778	3,535	6,362	114,838	6,044
	Carroll	0.38%	66,261	1,791	3,224	58,184	3,062
	Grenada	0.89%	155,190	4,194	7,550	136,274	7,172
	Holmes	1.39%	242,376	6,551	11,791	212,832	11,202
	Leflore	2.33%	406,285	10,981	19,765	356,762	18,777
	Montgomery	0.50%	87,186	2,356	4,241	76,558	4,029
	Yalobusha	0.62%	108,110	2,922	5,259	94,932	4,996
	Total	6.86%	1,196,186	32,329	58,193	1,050,380	55,283
COAHMA							
	Coahoma	1.60%	278,994	7,540	13,573	244,987	12,894
	Total		278,994	7,540	13,573	244,987	12,894
GULF COAST							
	George	0.44%	76,723	2,074	3,732	67,371	3,546
	Greene	0.34%	59,286	1,602	2,884	52,060	2,740
	Hancock	0.96%	167,396	4,524	8,144	146,992	7,736
	Harrison	4.31%	751,539	20,312	36,561	659,933	34,733
	Stone	0.40%	69,748	1,885	3,393	61,247	3,224
	Total	6.45%	1,124,694	30,397	54,715	987,603	51,979
HINDS							
	Hinds	8.92%	1,555,390	42,038	75,668	1,365,801	71,884
	Total		1,555,390	42,038	75,668	1,365,801	71,884

2014 Tentative Allocations- Sept 2013

LIHEAP			Total				
			Allocation	Admin	Prog Supp	Prog Asst	ECIP
JACKSON CO.							
	Jackson	3.20%	557,988	15,081	27,145	489,973	25,788
	Total		557,988	15,081	27,145	489,973	25,788
LIFT							
	Calhoun	0.51%	88,929	2,403	4,326	78,090	4,110
	Chickasaw	0.77%	134,266	3,629	6,532	117,900	6,205
	Itawamba	0.53%	92,417	2,498	4,496	81,152	4,271
	Lafayette	1.54%	268,532	7,258	13,064	235,800	12,411
	Lee	2.50%	435,928	11,782	21,207	382,792	20,147
	Monroe	1.25%	217,964	5,891	10,604	191,396	10,073
	Pontotoc	0.77%	134,266	3,629	6,532	117,900	6,205
	Union	0.79%	137,753	3,723	6,702	120,962	6,366
	Total	8.66%	1,510,054	40,812	73,462	1,325,991	69,789
MADISON CO. CSA							
	Madison	2.03%	353,973	9,567	17,220	310,827	16,359
	Total		353,973	9,567	17,220	310,827	16,359
MID-STATE							
	Desoto	2.30%	401,054	10,839	19,511	352,168	18,535
	Panola	1.65%	287,712	7,776	13,997	252,643	13,297
	Quitman	0.48%	83,698	2,262	4,072	73,496	3,868
	Tallahatchie	0.68%	118,572	3,205	5,768	104,119	5,480
	Tate	0.75%	130,778	3,535	6,362	114,838	6,044
	Tunica	0.50%	87,186	2,356	4,241	76,558	4,029
	Total	6.36%	1,109,000	29,973	53,951	973,822	51,254
MULTI-CO.							
	Clarke	0.62%	108,110	2,922	5,259	94,932	4,996
	Jasper	0.64%	111,598	3,016	5,429	97,995	5,158
	Kemper	0.37%	64,517	1,744	3,139	56,653	2,982
	Lauderdale	2.68%	467,315	12,630	22,734	410,353	21,598
	Newton	0.64%	111,598	3,016	5,429	97,995	5,158
	Wayne	0.79%	137,753	3,723	6,702	120,962	6,366
	EC- Neshoba	1.05%	183,090	4,948	8,907	160,773	8,462
	EC-Scott	1.17%	204,014	5,514	9,925	179,147	9,429
	EC-Smith	0.49%	85,442	2,309	4,157	75,027	3,949
	Total	8.45%	1,473,436	39,823	71,681	1,293,836	68,097

2014 Tentative Allocations- Sept 2013

LIHEAP		Total				
		Allocation	Admin	Prog Supp	Prog Asst	ECIP
NORTHEAST MS						
Alcorn	0.99%	172,627	4,666	8,398	151,586	7,978
Marshall	1.29%	224,939	6,079	10,943	197,521	10,396
Prentiss	0.89%	155,190	4,194	7,550	136,274	7,172
Tishomingo	0.69%	120,316	3,252	5,853	105,651	5,561
Total	3.86%	673,072	18,191	32,744	591,030	31,107
PRVO						
Covington	0.86%	149,959	4,053	7,295	131,680	6,931
Forrest	3.20%	557,988	15,081	27,145	489,973	25,788
Jeff Davis	0.59%	102,879	2,781	5,005	90,339	4,755
Jones	2.60%	453,365	12,253	22,056	398,103	20,953
Lamar	1.07%	186,577	5,043	9,077	163,835	8,623
Marion	1.06%	184,833	4,995	8,992	162,304	8,542
Pearl River	1.95%	340,024	9,190	16,542	298,578	15,715
Perry	0.44%	76,723	2,074	3,732	67,371	3,546
Total	11.77%	2,052,348	55,469	99,844	1,802,183	94,852
PRAIRIE						
Choctaw	0.34%	59,286	1,602	2,884	52,060	2,740
Clay	0.82%	142,984	3,864	6,956	125,556	6,608
Lowndes	1.99%	346,999	9,378	16,881	304,702	16,037
Noxubee	0.63%	109,854	2,969	5,344	96,464	5,077
Oktibbeha	2.27%	395,822	10,698	19,256	347,575	18,293
Webster	0.41%	71,492	1,932	3,478	62,778	3,304
Winston	0.68%	118,572	3,205	5,768	104,119	5,480
EC- Leake	0.71%	123,803	3,346	6,023	108,713	5,722
Total	7.85%	1,368,813	36,995	66,591	1,201,966	63,261
RANKIN CO. HRA						
Rankin	2.17%	378,385	10,227	18,408	332,263	17,488
Total		378,385	10,227	18,408	332,263	17,488
SOUTH CENTRAL CAA						
Simpson	1.06%	184,833	4,995	8,992	162,304	8,542
Total		184,833	4,995	8,992	162,304	8,542

2014 Tentative Allocations- Sept 2013

LIHEAP		Total				
		Allocation	Admin	Prog Supp	Prog Asst	ECIP
SOUTHWEST MS						
Amite	0.59%	102,879	2,781	5,005	90,339	4,755
Pike	1.75%	305,149	8,247	14,845	267,954	14,103
Walthall	0.58%	101,135	2,733	4,920	88,808	4,674
Wilkinson	0.45%	78,467	2,121	3,817	68,903	3,626
Total	3.37%	587,631	15,882	28,587	516,003	27,158
SUNFLOWER						
Humphreys	0.64%	111,598	3,016	5,429	97,995	5,158
Sunflower	1.52%	265,044	7,163	12,894	232,737	12,249
Total	2.16%	376,642	10,179	18,323	330,732	17,407
UNITED						
Benton	0.36%	62,774	1,697	3,054	55,122	2,901
Tippah	0.83%	144,728	3,912	7,041	127,087	6,689
Total	1.19%	207,502	5,608	10,095	182,209	9,590
WWISCAA						
Issaquena	0.14%	24,412	660	1,188	21,436	1,128
Sharkey	0.29%	50,568	1,367	2,460	44,404	2,337
Warren	1.52%	265,044	7,163	12,894	232,737	12,249
Washington	3.03%	528,344	14,280	25,703	463,944	24,418
Yazoo	1.32%	230,170	6,221	11,197	202,114	10,638
Total	6.30%	1,098,538	29,690	53,442	964,635	50,770

ATTACHMENT I

LEGAL NOTICE

LEGAL GRANTS
(Block Grants)
MISSISSIPPI DEPARTMENT OF
HUMAN SERVICES
Division of Community Services
Legislative Public Hearing

The Mississippi Department of Human Services, Division of Community Services will be conducting the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs under Title 26 of the Omnibus Budget Reconciliation Act of 1981, as amended. The hearing for the 2014 programs is scheduled for Wednesday, June 5, 2013 at 1:30 p.m. in Training Room A of the Mississippi Department of Human Services, 750 North State Street, Jackson, Mississippi.

The Community Services Block Grant provides funds for a range of activities to ameliorate the causes and effects of poverty. For Fiscal Year 2014, at least 90 percent of the funds allocated to the State through these grants will be contracted to non-profit community action agencies, migrant seasonal farm worker organizations or community-based organizations that meet the eligibility requirements as described in Section 675 of the Community Services Block Grant Act, as amended. The eligibility requirements for the program are outlined in the application process.

The Low-Income Home Energy Assistance Program assists eligible households to pay the costs of home energy bills and other energy-related services, for example, wood, kerosene, electricity, gas, heaters, blankets, fans and air conditioners. For Fiscal Year 2014, at least 90 percent of the funds allocated to the State through these grants will be contracted to private, nonprofit, and public agencies designated in accordance with Public Law 97-35, as amended. The eligibility requirements for the program are outlined in the application process.

Copies of the state plans are available for review at the Mississippi Department of Human Services by calling 601-359-4768 or 1-800-421-0762.

Inquiries, comments or suggestions regarding the block grant plan and/or eligibility requirements must be received on or before June 12, 2013 by the Division of Community Services, P. O. Box 352, Jackson, Mississippi 39205. Public comments will be reviewed before finalizing the 2014 State Plan for these programs.

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF COMMUNITY SERVICES**

MEMORANDUM

TO: Denise Williams
Department of Purchasing

FROM: Nicole McBeath
Division of Community Services

DATE: May 2, 2013

SUBJECT: Publication of Legal Notice

The Division of Community Services requests that a legal notice concerning the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs be published in the classified section of the twelve newspapers listed (See attachment). The information should be advertised on May 22, 2013 and May 29, 2013 and should appear one time in each newspaper. Please send us the copies of the newspaper advertisements from three different publishers as soon as they are announced.

Should you have any questions, please contact Nicole McBeath at 94765.

TMR:nm

Attachments

Mississippi Department of Human Services
Division of Community Services

NEWSPAPERS

- | | | | |
|----|---|-----|---|
| 1. | The Jackson Advocate
115 East Hamilton
Jackson, MS 39202 | 7. | The Clarion Ledger
Post Office Box 40
Jackson, MS 39205-0040 |
| 2. | The Natchez Democrat
Post Office Box 1447
Natchez, MS 39121-39221 | 8. | The Vicksburg Evening Post
Post Office Box 951
Vicksburg, MS 39180 |
| 3. | The Commercial Dispatch
Post Office Box 511
Columbus, MS 39703 | 9. | The Northeast MS Daily Journal
Post Office Box 909
Tupelo, MS 38801 |
| 4. | The Delta Democrat Times
Post Office Box 1618
Greenville, MS 38701 | 10. | The Hattiesburg American
Post Office Box 1111
Hattiesburg, MS 39401 |
| 5. | The Daily Corinthian
Post Office Box 119
Corinth, MS 38834 | 11. | The Clarksdale Press Registrar
Post Office Box 1119
Clarksdale, MS 38614 |
| 6. | The Gulf Publishing Company
Post Office Box 4567
Biloxi, MS 39535 | 12. | The Meridian Star
Post Office Box 1591
Meridian, MS 39301 |

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF COMMUNITY SERVICES**

AGENDA

**2014 COMMUNITY SERVICES BLOCK GRANT (CSBG)
AND
2014 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)**

LEGISLATIVE PUBLIC HEARING

Wednesday, June 5, 2013 at 1:30 p.m.

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
750 NORTH STATE STREET
TRAINING ROOM A
JACKSON, MISSISSIPPI**

- I. Opening Remarks and Introduction
- II. Purpose of Hearing
- III. Presentation of FY 2014 State Plan
 - LIHEAP
 - CSBG
- IV. Public Comments
- V. Closing Remarks

CSBG & LIHEAP Legislative Public Hearing
Public Comments

Representative Holloway

Representative Holloway asked if Mrs. Ruffin could explain the rationale for placing elected officials on the Board of Directors. How do we remove politics when we are interjecting politics?

Tina Ruffin, Division Director

Mrs. Tina Ruffin responded that it was part of the law that we have elected officials serving on the board. It is part of the Tripartite Board requirements.

Representative Holloway

Representative Holloway asked if the wording stated shall or may.

Tina Ruffin, Division Director

Mrs. Tina Ruffin responded that she believed it was shall, but she would have to check and see.

John Lunardini, HRA Staff

John Lunardini stated that on page 20 of the state plan in the section of the tripartite board it stated that both elected and appointed public officials elected by the general governing body shall have general governmental responsibility.

Senator Norwood

Senator Norwood stated that he thinks the intended purpose of that requirement in the law is not for the agency itself to pick, but for the elected or governmental body to be able to appoint a person to serve and not the agency hand picking who they want to serve.

Tina Ruffin, Division Director

Mrs. Tina Ruffin stated that just because a mayor has served on the board, you don't have to continuously pick a mayor. You can pick other elected officials. That office does not have free reign to a board member's seat.

Helmon Johnson, CAA Executive Director

Helmon Johnson stated that he wasn't sure about Human Resource Agencies but that Community Action Agencies law states the chief elected officials in the county, which in most cases would be your Board of Supervisors has to give you an order as to whom they designate or select to represent on the board. He could tell them whom he interested in but all 5 members of that sector have to vote on it and put it in their minutes. Those minutes are then sent over to his office.

Tina Ruffin, Division Director

Mrs. Tina Ruffin stated that board composition is definitely something the state office will be looking at more closely within the next six months, before any proposals for 2014 are signed. Since there were so many questions, she stated the board composition is something that will definitely be looked at more closely. She further stated that board rosters have always been reviewed before the proposals are submitted to the Executive Director's office for signature. If the state office happens to see a discrepancy, they will bring it to the attention of the Executive Director of the agency and get letters out regarding those issues. These types of issues are going to be looked at as a requirement for Next Generation ROMA.

The State Office is looking at agencies performance for 2012 and 2013 to see if the agencies are in line with meeting those goals they placed in their contract. If an agency placed unrealistic goals in their contract, then they will be held to them. When the new performance measurement goals come out and an agency hasn't met their targeted goals then the Federal Government will not let the State fund that agency. Goals should be based on previous year numbers.

Louise Lloyd, CAA Executive Director

Louise Lloyd stated that what the agency's place in their contract is a projection. "Agencies do want to project more than they did last year, however we may not be able to meet those goals. Is there any point when we realize that the numbers are low that we may be able to get a modification or reduction?"

Tina Ruffin, Division Director

Mrs. Tina Ruffin stated that yes there will be a point that changes can be made and it will probably be around the 6 month period, because that is when the State Office gets the final funding. During this time a modification is done and if at that this time the agencies see their numbers are off they will be able to adjust them with a justification as to why they are changing the numbers.

Senator Norwood

Senator Norwood stated on page 6 in the state plan where it talks about if an agency feels they are unrepresented on the board, when can they have an opportunity to be heard. Mr. Norwood future stated that when he was at the MDHS/DCS, he leveled some of the complaints but now that he is in the State Senate, a lot of complaints and comments are coming in regarding how board members are selected and how client services are being provided. When he looked at the board rosters, he believes the agencies along with the State Office has a long way to go, because If these problems aren't corrected the state is going to be held liable.

Tina Ruffin, Division Director

Mrs. Tina Ruffin stated that regarding Mr. Norwood's comments, State Office will be looking at the board rosters in detail this year comparing the public and private sectors. Also, State Office will be making sure that the poor is elected democratically. When or if there are discrepancies a letter will be sent out to the Executive Directors for the agency to respond and correct the discrepancies. State Office will hold the agency accountable and if they choose not to make the suggested changes then when the performance measures take effect Human Services will make a determination on whether to fund the agency.

Helmon Johnson, CAA Executive Director

Helmon Johnson mentioned in terms of involvement of the executive director and the chief of staff in board selection. “There is some involvement especially in the agencies that have Head Start. In addition to the board being tripartite, Head Start regulation states you must have a person who is an attorney, a person who is qualified in early childhood education and a person who is fiscally qualified. Those persons must be on your board and there is no exception or you won’t have a Head Start program, so we have to work with the three components (board of supervisors, private sector and target sector) to make sure that in our total board members we get those individuals. So we are involved and I don’t see anything wrong with that. We have to be involved or you won’t have a Head Start program.”

Diann Payne CAA Executive Director

Diann Payne stated that it is across the spectrum to getting those levels of expertise and also getting members who are engaged and involved. “Parents want to be on the board but when they are elected they will not show up for months. We go through the process and they’ll show interest. Same thing is happening on corporate boards and they are getting paid. We don’t see the level of fiduciary responsibility that we should see. It’s incumbent of agencies to get good board members. What I have found in South Mississippi is that Chevron will encourage their employees to participate, that’s one of their requirements. They want their employees engaged in their communities but they will not give you a letter. Their attorneys have advised them that if they are representing Chevron, then they are liable. However, we do want their finance director on our board, so we try to fill them in the private sector position. Our by-laws state that our board will determine who those private representatives are by vote of the board not the executive director.”

Senator Norwood

Senator Norwood stated he was not arguing the fact of having qualified or trained individuals on the board. He thought it was absolutely essential. His concern was more about the process that agency’s go through to get those individuals on their boards. Mr. Norwood shared the concerns that had come up in the legislature regarding the board. He discussed the conversation he had with Congressman Thompson and how CSBG is being threatened and under siege for having inactive board of directors.

Tina Ruffin, Division Director

Mrs. Tina Ruffin asked Senator Norwood if she could schedule a meeting with him to talk about the issues other representatives have brought up. She also stated that her office would look back over the board rosters and make sure individuals are in the right sector. If any issues were found then we will make recommendations to the agency for those individuals to be put in the right sector.

Senator Norwood

Senator Norwood asked if there were in provisions in the plan to reach out to community health centers, but beyond that to reach the Medicaid agencies that are not expanding.

Tina Ruffin, Division Director

Mrs. Tina Ruffin stated that that would probably be from an agency standpoint as far as their partnerships are involved. One of the expectations from the state office to the agencies is for them to increase those partnerships, because if that is not passed, clients will have an issue with not being able to maintain their medical needs.

Senator Norwood

Senator Norwood stated that some of the agreements have been predated. He would like to make sure those agreements are dated correctly because some things have changed since last year.

Will Simpson, MDHS Deputy Administrator for Administration

Will Simpson stated that there was an opportunity for he and the Senator to have more conversation regarding this issue but not in this forum. He further assured that there was an opportunity for MDHS along with Virtual Roma and Medicaid to establish technology that will help identify the low-income people in the same category.

Louise Lloyd, CAA Executive Director

Louise Lloyd stated that there was some communication she had received about domestic violence individuals who were living in shelters and once they leave the shelter the utility company would waive their reconnect fee. She asked if it was a rumor or was it true.

Gloria Johnson, Entergy Mississippi

Gloria Johnson stated that she had not heard of that.

Tina Ruffin, Division Director

Mrs. Tina Ruffin stated that Mrs. Lloyd had a good comment because when we see things that are needed at the agency, if we can come together and talk to the utility companies. These are things we can bring up because they are constantly doing things to help us, like Entergy's Beat the Heat program. Atmos gave us some money last year that we are going to use target the homes in WX that we have to walk away from.

Callie Cole, CAA Executive Director

Callie Cole stated that they have partnered with Habitat for Humanity. The homes that they have walked away from have been referred to Habitat for Humanity and they have accepted almost all of them.

Louise Lloyd, CAA Executive Director

Louise Lloyd asked if Mrs. Ruffin could clarify if a person's home is weatherized and six months later their air conditioner goes out, does the person have to be requalified?

Tina Ruffin, Division Director

Mrs. Tina Ruffin stated that once the home has been weatherized, we can't spend one penny of weatherization money on that home. Weatherization has no more responsibility. Some of the units may be under warranty; however the labor cost will have to be paid out of other funding. The air conditioner is an energy related expense and that client can be helped through LIHEAP.

ATTACHMENT J

CERTIFICATIONS REGARDING ENVIRONMENTAL TOBACCO SMOKE

CERTIFICATION REGARDING LOBBYING

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public law 103-227, also known as the Pro-Children Act of 1994 (act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grants, contract loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences, Portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and / or the imposition an administrative compliance order on the responsible entity.

By signing this certification, the offer or/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.



 Signature *Executive Director*

 Title *Mississippi Department of Human Services*

 Organization

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

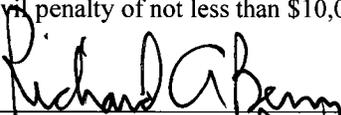
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

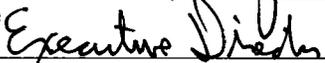
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

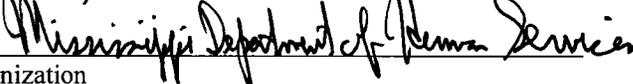
Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



 Signature


 Title


 Organization

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the

method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower

tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither

it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such

conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

750 North State Street

Jackson, MS 39202 (Hinds County)

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

ATTACHMENT K

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF COMMUNITY SERVICES
PROGRAM INTEGRITY ASSESSMENT
Low Income Home Energy Assistance Program (LIHEAP)**

ABSTRACT:

HHS is requiring further detail from Grantee on their FY 2014 plans for preventing and detecting fraud, abuse, and improper payments. HHS is also requiring that States highlight and describe all elements of this FY 2014 plan, which represent improvements or changes to the State's FY2013 plan for preventing and detecting fraud, abuse and improper payment prevention.

I Recent Audit Findings

Describe any audit findings of material weaknesses and reportable conditions, questioned costs and other findings cited in FY2013 or the prior three years, in annual audits, Grantee monitoring assessments, Inspector General Reviews, or other Government Agency reviews of LIHEAP agency finances. Describe whether the cited audit findings or relevant operations have been resolved or corrected. If not, please describe the plan and timeline for doing so in FY2014. If there is no plan in place, please explain why not.

DCS was audited for compliance requirements applicable to each major program and internal control over compliance in accordance with OMB Circular A-133. There are no audit findings or reportable conditions in any category.

POLICY:

The following is required in accordance with Mississippi Department of Human Services Subgrant/Contract Manual provisions:

1. Any subgrantee who expends \$500,000 or more in federal funds annually is required to obtain a single audit conducted by an independent certified accountant or auditor.
2. Any subgrantee who expends less than \$500,000 in federal funds annually is exempt from Federal audit requirements, but must make records available for review by the appropriate officials.
3. Local agencies are required to submit an Audit Information Form to the Division of Program Integrity – Office of Monitoring no later than ninety calendar days after the end of the subgrantee's fiscal year.
 - a. Subgrantees are responsible for enquiring that audits are conducted and reported in

accordance with Generally Accepted Auditing Standards (GAAS). Government Auditing Standards (GAS) and Circular A-133 and those copies of the auditors' reports, and any management letters issued are submitted to the Division of Program Integrity – Office of Monitoring within nine (9) months after the end of the subgrantee's fiscal year.

The necessary outcomes for these systems and strategies outcomes FY 2014 are: The timely and thorough resolution of weaknesses or reportable conditions as revealed by the audit.

II. Compliance Monitoring

Describe the State's FY2013 strategies that will continue in FY2014 for monitoring compliance with State and Federal LIHEAP policies and procedures by the Grantee and local administering agencies. Highlight any strategies for compliance monitoring from your plan which will be newly implemented as of FY2014. If you don't have a firm compliance monitoring system in place for FY2014; describe how the State is verifying that LIHEAP policy and procedures are being followed.

Mississippi utilizes an established monitoring system which is conducted in accordance to the Single Audit Act, OMB Circulars, and LIHEAP policies/procedures to ensure all subgrants are administered in compliance with federal requirements and with terms of the subgrant agreement. MDHS- Office of Monitoring shall monitor each project, program, subgrant, function, or activity supported by a Federal award to assure compliance with applicable Federal regulations and those performance goals are achieved.

The reviews are formal in nature and are normally preceded by written notification to the subgrantee and to the funding division. On-site entrance and exit conferences are conducted with subgrantee officials and a written report is issued communicating the results of the review to the agency and funding division (DCS). The multi-level system includes annual onsite review of financial management and management compliance. The Division of Community Services operates the Virtual ROMA Helpdesk and monitors the daily processing procedures. DCS conducts quality control reviews as a check and balance system to ensure compliance, identify any weaknesses and to provide training and technical assistance to correct any deficiencies noted during the reviews.

In the event indications of possible fraud, mismanagement, or program abuse are discovered during the course of monitoring or reviews, the appropriate staffs are notified in accordance with MDHS Subgrant/Contract Manual.

The necessary outcomes from these systems and strategies for 2014: - *A sound methodology, with a schedule for regular monitoring and a more effective monitoring tool to gather information.*

For FY 2014, the Division of Community Services and Division of Program Integrity- Office of Monitoring will continue to operate through a team approach to develop best practices and strategies for program evaluation and management.

III. Fraud Reporting Mechanisms

For FY2013 activities continuing in FY2014, describe all (a) mechanisms available to the public for reporting cases of suspected LIHEAP fraud, waste or abuse? These may include telephone hotlines, websites, email addresses, etc.] (b) Strategies for advertising these resources.

Highlight any tools or mechanisms from your plan which will be newly implemented in FY2014, and the timeline for that implementation. If you don't have any tools or mechanisms available to the public to prevent fraud or improper payments, describe your plan for involving all citizens and stakeholders involved with your program in detecting fraud.

STRATEGY:

The Department of Human Services/Division of Community Services provides the following mechanisms to service provider agencies and the general public for reporting cases of suspected LIHEAP fraud, waste, or abuse:

1. MDHS has a fraud hotline and all divisions have 1-800 numbers which are made available to the public, brochures, county offices and the DHS website.
2. Information regarding fraud reporting is provided to clients at the time of application.
3. Review of agencies internal fraud reporting policies and procedures prior to subgrant approval and during program reviews.
4. Matters of possible fraud brought to DCS attention may be referred to the Division of Program Integrity for review and investigation.

The necessary outcomes from these systems and strategies for FY 2014: Clear lines of communication for citizens, subgrantees, clients, and employees to use in pointing out potential cases of fraud or improper payments to State administrators.

IV. Verifying Applicant Identities

Describe all FY2013 State policies continuing in FY2014 for how identities of applicants and household members are verified. Highlight any policy or strategy from your plan which will be newly implemented in FY2014. If you don't have a system in place for verifying applicant's identities, explain why and how the State is ensuring that only authentic and eligible applicants are receiving benefits.

POLICY:

All LIHEAP applications must include:

1. Identities of all household members including, birth certificate and social security card.
2. The head of household must provide a valid photo ID.
3. The computerized application system tracks applicant histories, by date of application, agency, and funding allocation on a state-wide basis.

The necessary outcomes from these systems and strategies for FY 2014 – *Identity data is verified, which makes sure that program benefits are only provided to eligible individuals.*

V. Social Security Number Requests

Describe the State's FY2013 policy in regards to requiring Social Security Numbers from applicants and/or household members applying for LIHEAP benefits. Describe whether the State's policy for requiring or not requiring Social Security numbers is new as of FY2014, or remaining the same. If the State is not requiring Social Security Numbers of LIHEAP applicants and/or household members, explain what supplementary measures are being employed to prevent fraud.

POLICY:

During intake, the applicant must provide Social Security cards for all household members. Applicants are also required to provide a SS card for any newborn to be counted. Applicants that do not have an authentic SS card can secure a duplicate from any SS office. Household members without social security cards or without documentation of cards or numbers cannot be included on the application.

Agencies are required to include in the applicant's file, a copy of each household member's social security card, or a printout from the social security office.

These procedures have proven to be a valid process in verifying SS numbers and accurately input the data into the database so that the system could detect duplication.

Subgrantees include SS requirements in their outreach and orientation materials.

The division's policy for requiring social security cards will remain the same for FY 2014.

The necessary outcomes from these systems and strategies for FY 2014- *All valid household members are reported for correct benefit determination.*

VI. Cross-Checking Social Security Numbers against Government Systems/Database

Describe if and how the State used existing government systems and databases to verify applicant or household member identities in FY2013 and continuing in FY2014. (Social Security Administration Enumeration Verification System, prisoner databases, Government death records, etc.) Highlight which, if any, policies or strategies for using existing government databases will be newly implemented in FY2014. If the State won't be cross checking Social Security Numbers and ID information with existing government databases, describe how the State will supplement this fraud prevention strategy.

STRATEGY:

The division does not currently use existing government systems and data bases to verify applicant and household member's identity. However, we require applicants to submit social security cards and birth certificates of all household members.

For FY 2014, agencies will continue to accept government produced documents in the possession of the applicant that provides proof of identification and verifies the social security number of the applicant and other household members. The division will research the possibility of gaining access to existing databases to verify household data.

The necessary outcomes from these systems and strategies for FY 2014 - Use of all available database systems to make sound eligibility determination.

VI. Verifying Applicant Income

Describe how the State or designee used State Directories of new hires or similar systems to confirm income eligibility in FY2013 and continuing in FY2014. Highlight any policies or strategies for using new hire directories which will be newly implemented in FY2014. If the State won't be using new hire directories to verify applicant and household member incomes how will the State be verifying the information?

STRATEGY:

The division is not currently using state directories of new hires or similar systems to confirm income eligibility. All applicants are required to submit valid forms of income documentation such as, employee check stubs, social security award letters, a valid leave and earnings printout and termination statements from former employers.

The necessary outcomes from these systems and strategies for FY 2014 - Effective income verification and determination achieved through coordination across program lines.

VII. Privacy-Protection and Confidentiality

Describe the financial and operating controls in place in FY2013 that will continue in FY2014 to protect client information against improper use or disclosure. Highlight any controls or strategies from your plan which will be newly implemented as of FY2014. If you don't have relevant physical or operational controls in place to ensure the security and confidentiality of private information disclosed by applicants, explain why.

STRATEGEGY

All agency employees are trained and instructed on confidentiality requirements regarding applicants. In order to release client information, subgrantees must have prior written consent. This form must be signed by the client and maintained in the client's case record. This information should be completed and signed at the time of the request to assure clients are aware of the information.

MDHS requires that all subgrantees have in place policies and procedures pertaining to financial management and internal control targets for the administration of federal programs. All agencies are required to adopt and utilize confidentiality rules in their personnel policy and procedure manuals to safeguard all program records.

Each system has persons who are designated in writing and given specific access to sensitive software. Client forms and files are kept in a safe and locked area. Subgrantees are required to maintain valid liability insurance to cover staff and adhere to HIPPA.

The Virtual ROMA system requires each user to complete a confidentiality form before obtaining access to the system.

The necessary outcomes from these systems and strategies for FY 2014 - Clear and secure methods that maintain confidentiality and safeguard the private information of applicants.

VIII. LIHEAP Benefits Policy

Describe FY2013 State policies continuing in FY 2014 for protecting against fraud when making payments, or providing benefits to energy vendors on behalf of clients. Highlight any fraud prevention efforts relating to making payments or providing benefits which will be newly implemented in FY2014. If the State doesn't have policy in place to protect against improper payments when making payments or providing benefits on behalf of clients, what supplementary steps is the State taking to ensure program integrity.

POLICY:

LIHEAP payments are made to the energy vendors and not the clients. Clients must submit a valid energy bill when applying for assistance. Case managers gather required documentation, conduct interviews and recommend payments once client is approved for services. A second level review is required and the reviewer authorizes the approval for payments.

Fiscal personnel receive client approval and vendor identification to process payments. Payments are made directly to the vendors on behalf of an approved client. Federal laws require LIHEAP subgrantees to have vendor agreements in place. Subgrantees renew vendor agreements annually.

The necessary outcomes from these systems and strategies for FY 2014 - *Authorized energy vendors are receiving payments on behalf of LIHEAP eligible clients.*

X. Procedures for Unregulated Energy Vendors

Describe the State's FY2013 procedures continuing in FY2014 for averting fraud and improper payments when dealing with bulk fuel dealers of heating oil, propane, wood and other unregulated energy utilities. Highlight any strategies policy in this area which will be newly implemented in FY2014. If you don't have a firm plan for averting fraud when dealing with unregulated energy vendors, describe how the State is ensuring program integrity.

Unregulated Energy Vendors are not included as LIHEAP energy providers. The division requires subgrantees to recertify the eligibility of energy vendors annually. All new vendors must have the proper documentation, and meet standard criteria prior to approval by the local and state agency. Only vendors approved by MDHS are able to receive payments. Only Virtual ROMA staff can edit vendor status.

The necessary outcomes from these systems and strategies for 2014 - *Eliminate improper payments to unregulated energy providers. Participating vendors are thoroughly researched and inspected before benefits are issued.*

XI. Verifying the Authenticity of Energy Vendors

Describe State FY2013 policies continuing in FY2014 for verifying the authenticity of energy vendors being paid under LIHEAP, as part of the State's procedure for averting fraud. Highlight any policies for verifying vendor authenticity which will be newly implemented in FY2014. If you don't have a system in place for verifying vendor authenticity, describe how the State can ensure that funds are being distributed through valid intermediaries?

POLICY:

All energy vendors are required to sign a Vendor Agreement to receive LIHEAP benefit payments from the subgrantees/local agencies on behalf of eligible participant households.

All LIHEAP subgrantees have vendor agreements in place with energy vendors. All vendors are currently in Virtual ROMA (computerized eligibility system). The division requires subgrants to recertify the eligibility of vendors annually. All new vendors must have the proper documentation and be approved by the subgrantee.

DCS will monitor the subgrantee's documentation requirements and approval process.

The necessary outcomes from these systems and strategies for FY 2014: *An effective process that effectively confirms the existence of entities receiving federal funds. Only energy vendors with valid agreements in place will receive LIHEAP payments for approved clients.*

XII. Training and Technical Assistance

In regards to fraud prevention, please describe elements of your FY2013 plan continuing in FY2014 for training and providing technical assistance to (a) employees, (b) non-governmental staff involved in the eligibility process, (c) clients, and (d) energy vendors. Highlight specific elements of your training regimen and technical assistance resources from your plan which will represent newly implemented in FY2014. If you don't have a system in place for anti-fraud training or technical assistance for employees, clients or energy vendors, describe your strategy for ensuring all employees understand what is expected of them and what tactics they are permitted to employ.

STRATEGY:

DCS provides anti-fraud training and technical assistance to employees, subgrantee staff, clients, and energy vendors annually and conduct training sessions at the Implementation Workshop.

DCS will continue to provide technical assistance and program support to agencies as necessary to facilitate efficient and effective use of the computerized application processing system-Virtual ROMA.

The necessary outcomes from these systems and strategies in FY 2014: *The timely and thorough resolution of weaknesses or reportable conditions as revealed by the audit.*

XIII. Audits of Local Administering Agencies

Describe the annual audit requirements in place for local administering agencies in FY2013 that will continue into FY 2014. Describe new policies or strategies to be implemented in FY2014. If you don't have specific audit requirements for local administering agencies, explain how the Grantee will ensure that LIHEAP funds are properly audited under the Single Audit Act requirements.

POLICY:

Subgrantees are required to follow a procurement process for soliciting an independent auditor. A notice of selection is sent to MDHS. The department requires subgrantees that exceed \$500,000 in expenditures to follow the Single Audit Act Amendments of 1996 and submit the audit report within 9 months after the end of the subgrantees audit year.

The Division of Program Integrity, Community Services and the subgrantee systematically work together to resolve any findings contained in the audit report, including, as necessary, the recovery of disallowed costs and/or questioned cost that cannot be justified.

ATTACHMENT L
Letter of Designation



PHIL BRYANT
GOVERNOR

May 7, 2013

Ms. Jeannie Chaffin, Director
Office of Community Services
Administration for Children and Families
U. S. Department of Health and Human Services
370 L'Enfant Promenade, S. W., 5th Floor, West
Washington, D. C. 20447

Dear Ms. Chaffin:

I hereby authorize Mr. Richard A. Berry, Executive Director of the Mississippi Department of Human Services (MDHS), to be the official signature authority for all funds appropriated to MDHS by the U. S. Department of Health and Human Services. In addition, I authorize Mr. Berry to sign all assurances for the Community Service Block Grant and Low-Income Home Energy Assistance Program (LIHEAP) grant applications outlined in the respective statute, as amended. To comply with the LIHEAP statute, Mr. Berry is duly authorized to certify that MDHS will comply with the 16 assurances contained in the LIHEAP Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981 as amended, in the administration and operation of its Low-Income Home Energy Assistance Program.

The Director of the Division of Community Services, Ms. Tina Ruffin, will serve as the state liaison for the implementation of the Community Services Block Grant and the Low-Income Home Energy Assistance Programs. All routine correspondence from your office should be directed to Ms. Ruffin and you may contact her directly at P. O. Box 352, Jackson, Mississippi 39205 or telephone (601) 359-4768.

Sincerely,

A handwritten signature in black ink that reads "Phil Bryant".

Phil Bryant

PB:RAB:tr

cc: Richard A. Berry, Executive Director
Mississippi Department of Human Services

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Please specify whether you are using calendar year 2013 poverty level or 2014 median income estimates in determining eligibility:

2014 Median Income 60% of the state median income

Please describe how you obtained public participation in the development of your 2014 plan. (For states, please also provide information on your public hearings):

The Mississippi Department of Human Services, Division of Community Services conducted a Legislative Public Hearing. The hearing was conducted on Wednesday, June 5, 2013 at 1:30 p.m. at the Mississippi Department of Human Services, 750 North State Street, Training Room A, Jackson, Mississippi. The hearing was advertised in twelve newspapers across the state (see Attachment I). We invited the public to review and submit in writing, inquiries, comments or suggestions on or before June 12, 2013.

Date carryover and re-allotment report submitted: July 15, 2013