



Utah Weatherization Program Notice

Effective Date 5-3-2013

UWPN # 2013-12

Subject: LIHEAP Qualification

Basis: Guideline Update

Purpose: To bring the Utah WAP into compliance with LIHEAP rules significant changes to which clients are eligible for use of LIHEAP & LIHEAP Crisis funds are being made. These changes are by contract and Program Managers need to be fully aware of which contracts funds are being drawn from.

Scope: These changes will affect all work that is not currently in production. In production is determined by the Work Start Date (audit date). These changes will apply to all clients currently on the waiting list and all future applicants.

Responsibilities:

Local Agencies –

- Cease any client qualification activities that use LIHEAP standards. Local agencies will only be allowed to qualify a client using DOE rules.
- At the effective date the Program Managers will ensure before any work begins on a new client that the HEAT qualification status is verified and noted in such a manner that LIHEAP & Crisis funds are expended accordingly.
- When the 2012-2015 LIHEAP & Crisis contracts are issued clients qualified using DOE standards will be eligible for use of regular LIHEAP funds.
- LIHEAP Crisis funds will only be used on clients with a valid HEAT certification in the client file.

State WAP Staff –

- Create new chart to help understand the change.
- Amend program guidelines. (Change 2013-050 to 2013-059)



Utah Weatherization Program Notice

Effective Date 5-2-2013

UWPN # 13-12

Your current contracts

10-13 LIHEAP
or
11-14 LIHEAP

DOE Qualified 200% or below

OR

HEAT Certificate

HEAT Certificate Required

To use
DOE
on a job

To use
LIHEAP
on a job

To use
Crisis
on a job

Your future contracts

12-15 LIHEAP
and beyond

DOE Qualified at 200% or below

OR

HEAT Certificate

HEAT Certificate
Required

To use
DOE
on a job

To use
LIHEAP
on a job

To use
Crisis
on a job

Brad Carpenter
Program Specialist
Utah Weatherization

Utah WAP Guideline Change Form

Change Tracking Number	Timestamp	What section do you want changed?	Reason for suggested change?	Proposed text of change.	Current text.	Name of agency or organization	Name of submitter	Status (Pending, Approved, Disapprove Edited, Published)
2013-050	5/1/2013 11:53:12	C2. Exception	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Delete	Exceptions: i. Section C1. 3. Determination of Income is not applicable.	State WAP	Brad Carpenter	Edited

Utah WAP Guideline Change Form

Change Tracking Number	Timestamp	What section do you want changed?	Reason for suggested change?	Proposed text of change.	Current text.	Name of agency or organization	Name of submitter	Status (Pending, Approved, Disapprove Edited, Published)
2013-051	5/1/2013 11:55:48	C2. 2. a. b.	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Delete	<p>2.Determination of Income (LIHEAP)</p> <p>a.The State of Utah WAP uses the percentage of Federal Poverty Level as set by the State Energy Assistance & Lifeline (SEAL) program.</p> <p>i.The current percentage level is 150%</p> <p>ii.Attachment #3 2011-2012 HEAT Application contains further clarification on this subject and should be used as a tool to determine income eligibility.</p> <p>iii.The HEAT Policy Manual also contains information on their method of determining income.</p> <p>b.The applicant must provide proof of all income using one of the methods listed below. This information shall be retained in the client file. To align income information with the published tables the local agency may need to annualize the income information provided. (see Section C1 5. For annualization guidance)</p> <p>i.HEAT Program eligibility sheet</p> <ul style="list-style-type: none"> •A HEAT Program eligibility sheet, from the SEAL WX Search, showing proof client was deemed eligible within the current HEAT program year, which runs October through September. •HEAT qualification does not constitute weatherization approval. All other aspects of the weatherization program eligibility must still be met. <p>ii.Proof of gross income earned for the applicable tax year.</p> <ul style="list-style-type: none"> •Annualization may be required. See Section C1 5. •Use Attachment #3 2011-2012 HEAT Application as a tool for determination of income eligibility <p>iii.When the applicant is self employed, Attachment # 3 "Self Employment Ledger Form must be completed</p>	State WAP	Brad Carpenter	Edited

Utah WAP Guideline Change Form

Change Tracking Number	Timestamp	What section do you want changed?	Reason for suggested change?	Proposed text of change.	Current text.	Name of agency or organization	Name of submitter	Status (Pending, Approved, Disapprove Edited, Published)
2013-051	5/1/2013 11:55:48	C2. 2. a. b.	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Delete	<p>form must be completed, including all verification the form requests, and included with the application to verify income.</p> <p>iv.If a tax return is used as income, IRS form 4506-T must be completed and sent to the IRS.</p> <p>a.The requested year or period shall be the most recently completed tax year.</p> <p>b.The client will not be qualified until the verification is received back from the IRS.</p> <p>c.Only copies received from the IRS will be used.</p> <p>v.Copies provided by the applicant are not valid. Tax preparation software is readily available for individuals to prepare returns which may be different from the copies filed with the IRS.</p> <p>vi.Routine monthly income checks from SSA, SSI, retirement funds or any other monthly checks, will be counted towards income for the month they were intended, not the month they were received.</p> <p>vii.Other checks will be counted based upon the date of issue, not the date cashed or deposited</p>	State WAP	Brad Carpenter	Edited
2013-052	5/1/2013 12:00:57	C2.	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Starting with 2012 -2015 LIHEAP contract weatherization qualification will follow the same process and require the same documentation as C1. Weatherization Program Eligibility.	LIHEAP Weatherization qualification will follow the same process and require the same documentation as C1. Weatherization Program Eligibility.	State WAP	Brad Carpenter	Edited
2013-053	5/1/2013 12:06:41	C3.	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	To use LIHEAP Crisis funds on any client there must be a HEAT Program eligibility sheet, from the SEAL WX Search, showing proof client was deemed eligible within the current HEAT program year.	To determine applicant eligibility the local agency needs to have them complete the application process and the appropriate documentation needs to be provided and available in the client file for inspection.	State WAP	Brad Carpenter	Edited

Utah WAP Guideline Change Form

Change Tracking Number	Timestamp	What section do you want changed?	Reason for suggested change?	Proposed text of change.	Current text.	Name of agency or organization	Name of submitter	Status (Pending, Approved, Disapprove Edited, Published)
2013-054	5/1/2013 12:08:21	C3. 2. a. b.	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Delete	<p>2.Determination of Income (LIHEAP Crisis)</p> <p>a.The State of Utah WAP uses the percentage of Federal Poverty Level as set by the State Energy Assistance & Lifeline (SEAL) program.</p> <p>i.The current percentage level is 150%</p> <p>ii.Attachment #3 2011-2012 HEAT Application contains further clarification on this subject and should be used as a tool to determine income eligibility.</p> <p>b.The applicant must provide proof of all income using one of the methods listed below. This information shall be retained in the client file. To align income information with the published tables the local agency may need to annualize the income information provided. (see Section C1 5. For annualization guidance)</p> <p>i.HEAT Program eligibility sheet</p> <ul style="list-style-type: none"> •HEAT Program eligibility sheet showing proof client was deemed eligible within the current HEAT program year, which runs October through September •HEAT qualification does not constitute weatherization approval. All other aspects of the weatherization program eligibility must still be met. <p>i.Proof of gross income earned for the applicable tax year.</p> <ul style="list-style-type: none"> •Annualization may be required. See Section C1 5. •Use Attachment #3 2011-2012 HEAT Application as a tool for determination of income eligibility 	State WAP	Brad Carpenter	Edited

Utah WAP Guideline Change Form

Change Tracking Number	Timestamp	What section do you want changed?	Reason for suggested change?	Proposed text of change.	Current text.	Name of agency or organization	Name of submitter	Status (Pending, Approved, Disapprove Edited, Published)
2013-054	5/1/2013 12:08:21	C3. 2. a. b.	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Delete	<p>ii. when the applicant is self employed, Attachment # 3 "Self Employment Ledger Form must be completed, including all verification the form requests, and included with the application to verify income.</p> <p>iii. If a tax return is used as income, IRS form 4506-T must be completed and sent to the IRS.</p> <ul style="list-style-type: none"> The requested year or period shall be the most recently completed tax year. The client will not be qualified until the verification is received back from the IRS. Only copies received from the IRS will be used. <p>iv. Copies provided by the applicant are not valid. Tax preparation software is readily available for individuals to prepare returns which may be different from the copies filed with the IRS.</p> <p>v. Routine monthly income checks from SSA, SSI, retirement funds or any other monthly checks, will be counted towards income for the month they were intended, not the month they were received.</p> <p>vi. Other checks will be counted based upon the date of issue, not the date cashed or deposited</p>	State WAP	Brad Carpenter	Edited

Utah WAP Guideline Change Form

Change Tracking Number	Timestamp	What section do you want changed?	Reason for suggested change?	Proposed text of change.	Current text.	Name of agency or organization	Name of submitter	Status (Pending, Approved, Disapprove Edited, Published)
2013-055	5/1/2013 12:14:29	C3. 3. b. ii.	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	ii.The local Agency will not qualify the applicant using HEAT rules.	ii.The local Agency will not qualify the applicant using HEAT rules unless: a.The Agency is an approved HEAT agency; and b.The Agency is doing the qualification under their responsibilities as an approved HEAT office; and c.The Agency places the applicant in the SEALWorks system prior to doing the Crisis Application	State WAP	Brad Carpenter	Edited
2013-056	5/1/2013 12:17:05	C3. 1. 1. Exception	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Exception: i. An existing weatherization applicant with an active application does not need to reapply for a crisis as long as the above provisions in Section C3. has been met.	Exception: i. An existing weatherization applicant with an active application does not need to reapply for a crisis as long as the income provisions in Section C3. 2. have been met.	State WAP	Brad Carpenter	Edited
2013-057	5/1/2013 12:25:48	C2. Note:	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Delete	Note: Agency Staff needs to use the General Income Qualification flow chart to help them through this process.	State WAP	Brad Carpenter	Edited
2013-058	5/1/2013 12:27:11	C1. 3. a.	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Delete	a. Agency Staff needs to use the General Income Qualification flow chart to help them through this process.	State WAP	Brad Carpenter	Edited
2013-059	5/1/2013 12:32:45	C1. 1.	Bring WAP program in compliance with HHS rules governing LIHEAP funds used for weatherization.	Insert LIHEAP Qualification Chart	1.General Income Qualification Flowchart	State WAP	Brad Carpenter	Edited