



North Carolina Department of Health and Human Services Division of Social Services

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon Beal, Director
(919) 733-3055

December 5, 2003

Re: LIEAP and CIP Monitoring for FY 2004

Dear County Director of Social Services:

Federal regulations require each county to monitor cases for the Low Income Energy Assistance Program (LIEAP) and Crisis Intervention Program (CIP) for FY 2004. Monitoring forms are in the Energy Manual in Section EP-200, OutReach and Application Plan, that include the Review Guides and the Case Review Documents for both LIEAP and CIP. Monitoring documents must be returned to your Food Assistance and Energy Programs Rep by the deadline date listed below.

Procedures for monitoring remain the same. Instructions are listed below.

Begin monitoring **December 1, 2003**.

I. INSTRUCTIONS FOR COMPLETING LIEAP AND CIP MONITORING

- A. Print the LIEAP and CIP Review Guides shown as Figure 200-6 in the Low Income Energy Assistance Program manual. Answer all questions on both review guides.
- B. Print the LIEAP and CIP Case Review Documents shown as Figure 200-7 in the Low Income Energy Assistance Program manual. Copy enough review forms to complete the required number of reviews for CIP and LIEAP based on your county classification. See II. below regarding the required number of cases to review.
- C. If you find errors in cases reviewed, include an explanation of corrective action taken to correct the deficiency. Also complete the Corrective Action Plan Section in the Review Guide for the program in which the error occurred.

II. NUMBER OF CASES TO REVIEW BASED ON COUNTY SIZE

<u>County Classification</u>	<u>Denials</u>	<u>Other LIEAP Cases</u>	<u>Total LIEAP Cases</u>	<u>CIP Cases</u>
I	1	5	6	3
II	2	9	11	3
III	3	11	13	3

The county classification chart is attached.

III. DUE DATES FOR SUBMITTING REVIEW GUIDES AND CASE REVIEWS

Return the completed LIEAP and CIP Review Guides and Case Review Documents to your Food Assistance and Energy Programs Representative by January 15, 2004.

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

Jane Schwartz, Chief
Economic Services

Attachment

cc: Rhonda McLamb
Food Assistance and Energy Programs Representatives
FAEP-06-2003