



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Assistant Secretary for County Operations
for Human Services

May 13, 2022

Dear County Directors of Social Services

Attention: Energy Administrators, Managers & Supervisors

Subject: LIEAP supplements

Priority: Time Sensitive, Information

The state has been receiving a high volume of concerns and questions from counties regarding the LIEAP one time flat rate supplements. As mentioned in Dear County Director Letter [EFS-FNSEP-31-2022](#) dated April 26, 2022, now that LIEAP season has ended the remaining LIEAP funds were combined to be used for supplements. This is a reminder that this is not a new process and is conducted any time there are remaining funds after LIEAP ends. This is communicated to our federal partners in our annual LIHEAP block grant.

The state understands that Energy reports and balances do not match county internal financial ledgers; however, counties do have sufficient funds with Regular LIEAP and Pandemic LIEAP Funding to issue supplement payments. ARPA Pandemic funding rules allow for these funds to be utilized for supplement payments. The fund balance in NC FAST may reflect a balance of \$0.00 or your county's \$100 safeguard amount because all the supplement funds have been accounted for in the system.

The only action necessary for counties to take is, print the payment requests for the supplements and issue the checks to the providers. Once the checks are ready to be paid to the providers, the county will need to record the check details on the payment requests in NC FAST to show the payments were issued. This step is very important; therefore, skipping this step is very critical to correct system functionality. Any clients reporting a change of address, vendor, or account number, counties should use the [Energy – One-Time Supplement Update Provider Details County Staff](#) job aid posted on FAST Help for guidance.

Regular LIEAP funds must be spent first and once exhausted, Pandemic LIEAP funds will be used. Please use the correct coding for both funds. Reminder, all supplement payments need to be paid by May 31, 2022.

If you have any questions, please contact Jasmyne Simmons via email at Jasmyne.Simmons@dhhs.nc.gov.

Sincerely,

Carla L. West, Senior Director for Economic Security
Division of Social Services, Economic and Family Services Section

CLW/js
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NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

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