

Step-By-Step Overview of the FY 2017 Household Report

LIHEAP Webinar hosted by the Office of Community Services (OCS) in the Administration for Families and Children (ACF)
presented by APPRISE under contract to OCS

November 15, 2017

Presenters:

Katina Lawson (OCS Staff)

Kate Thomas (OCS Staff)

Melissa Torgerson (Verve Associates)



ADMINISTRATION FOR
CHILDREN & FAMILIES

Introduction & Welcome

- Webinar Presenters
 - Reporting & Reminders
 - Katina Lawson, OCS Staff
 - Kate Thomas, OCS Staff
 - Step-by-Step Overview
 - Melissa Torgerson, Verve Associates

What is the Household Report?

- An annual report all grantees submit as part of their application for LIHEAP funds
- Collects data on the number of households that received LIHEAP assistance and the number that applied for LIHEAP.
- Two versions of the Report: a *Long Form* for state & territory grantees and a *Short Form* for tribal grantees.
- Data are...
 - Published in the annual *LIHEAP Report to Congress*
 - Published in the [LIHEAP Data Warehouse](#)
 - Used to respond to Congressional and White House inquiries.

Timeline and Liaisons

- Household Report Action Transmittal and Instructions – Released Today
- Final FY 2017 Household Report is due in OLDC on **December 15, 2017**
- Contact regional liaisons for guidance about program operations
- Liaison Contact Information:
<https://www.acf.hhs.gov/ocs/resource/division-of-energy-assistance-federal-staff>

Rules for Reporting

- This Webinar will provide an in-depth discussion of reporting rules to follow when completing the Household Report.
- These reporting rules exist for several reasons:
 - LIHEAP provides a block grant to each grantee
 - Each grantee has the freedom to design their program to fit their climate and clients, as well as meet other unique needs
 - But, OCS has to report consistent information to Congress, even though each grantee can have a unique program
 - These rules for reporting allow OCS to report in such a way that programs can be compared and uniform information is presented across grantees
- No changes from FY 2016 Household Report

Webinar Overview

- Focused on the Household Report *Long Form* for states & territories
- Focused on reporting final data for the final Household Report, due in OLDC on December 15
- Step-by-Step Guidance for Reporting
- Q&A after each Section
- Webinar Topics:
 - Overview of each Section of the Report
 - Overview of common reporting questions/issues
 - Additional resources

Section I: Number of Assisted Households



ADMINISTRATION FOR
CHILDREN & FAMILIES

Overview of Section I

- Report the unduplicated number of households that received LIHEAP assistance for...
 - Each Type of LIHEAP Assistance (Lines 1 to 4)
 - Any Type of LIHEAP Assistance (Line 5)
 - Bill Payment Assistance (Line 6)
 - Nominal Payments for SNAP Partnership (Line 7)

Line #1 – Heating Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Heating Assistance

What benefits are counted?

- Which households should be reported as receiving a Heating Assistance benefit?
 - Any household that received LIHEAP assistance to pay a share of a household's heating bills using funds allocated for regular Heating Assistance.
- For some states, Heating Assistance may also include:
 - Households that received expedited heating assistance (more on slide 12)
 - Households that received heating equipment repair/replacement on a non-emergency basis (more on slide 15)

Topic #1 – Heating Assistance

What is the reporting period?

- Households that received Heating Assistance during what time period should be included in the Household Report?
 - Report households that received Heating Assistance during the fiscal year (October 1, 2016 – September 30, 2017)
- Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1), but the data used to complete the Household Report should be data for the fiscal year.

Topic #1 – Heating Assistance

Expedited Heating Assistance

- If grantees do not have a separate crisis component and separate crisis funds, but do provide expedited heating assistance to households in a crisis situation, should these households be reported under Heating Assistance?
 - Yes, report households served with expedited heating assistance under **both** Heating Assistance and Crisis Assistance.
- Include a note that explains you do not have a separate crisis program and that states the number of households that were provided with expedited heating assistance.
- Confirm reporting is consistent with how your crisis program is characterized in your Model Plan (Fast Track should be checked in Field 4.8).

4.8 How do you handle crisis situations?	
☐	Separate component
☒	Fast Track
☐	Other - Describe:

Topic #1 – Heating Assistance

What if households received multiple benefits?

- How should a household be reported if it received multiple heating benefits during the fiscal year?
 - Report an unduplicated count of households that received Heating Assistance.
- **Definition:** Unduplicated Count – an item, such as a household, is counted only once for a specific data element.
- Example on next slide

Topic #1 – Heating Assistance

Unduplicated Count Example

Household Scenarios	Number of Assisted Households by Type of LIHEAP Assistance						
	Heating	Cooling	Year Round Crisis	Winter Crisis	Summer Crisis	Other Crisis	Wxz.
Household A receives three heating assistance benefits and one year round crisis assistance benefit.	3	0	1	0	0	0	0
Household B receives a heating assistance benefit, a cooling assistance benefit, and weatherization assistance.	1	1	0	0	0	0	1
Household C receives a winter crisis benefit, emergency replacement of its heating unit, and summer crisis assistance benefit.	0	0	0	1	1	1	0
Household D receives an “expedited” or “fast tracked” heating assistance benefit to avoid a utility shutoff.	1	0	0	1	0	0	0
Household E receives “fast tracked” heating assistance, regular cooling assistance, summer crisis assistance, replacement of an air conditioner, and weatherization assistance.	1	1	0	1	1	1	1
Unduplicated Number of Households for EACH Type of LIHEAP Assistance	4	2	1	3	2	2	2
Unduplicated Number of Households for ANY Type of LIHEAP Assistance	5						

Topic #1 – Heating Assistance

Non-Emergency Equipment Repair and Replacement

- Most grantees pay for heating equipment repair and replacement through their crisis program on an *emergency basis* or through their weatherization program on a *non-emergency basis*.
 - However, some grantees report households that received heating equipment repair/replacement under Heating Assistance if this was done on a ***non-emergency*** basis and paid for with heating assistance funds.
 - If a household received a regular heating benefit AND equipment repair/replacement using heating funds, the household should only be reported once under Heating Assistance.
- Include a note indicating the number of households that received only non-emergency repair or replacement using heating funds.
- Include a note indicating the number of households that received non-emergency repair or replacement and a regular Heating Assistance benefit.

Topic #1 – Heating Assistance

Households Served with Prior Year Funds

- If a household was served in the current fiscal year with Heating Assistance using prior year funds, should the household be included in the Household Report?
 - Yes, report the number of households served during the fiscal year, even if using funds obligated by the state in the prior year.
- Grantees should add a note that explains the funding that was used from the previous year and the number of households that were served with this funding.

Topic #1 – Heating Assistance

Households Served Using LIHEAP & Other Funds

- Should households that received a heating benefit that is only partially paid for with LIHEAP funds be reported in the Household Report?
 - Yes, if a household was assisted with **any** LIHEAP dollars, it should be included in the Household Report.
 - If a household was assisted with no LIHEAP dollars, it should not be included in the Household Report.

Topic #1 – Heating Assistance

Reporting Actual Data in the Final Report

- Can the Household Report contain estimated data?
 - While grantees can submit estimated data in the *preliminary* Household Report, actual data must be submitted for the final Household Report.
- Once all data in the Household Report are final, select “no” in response to the question in the Instructions Section: “Do the data below include estimated figures?” and uncheck any estimated data checkboxes.
- The final Household Report with actual data is due in OLDC on **December 15, 2017.**

Line #2 – Cooling Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Cooling Assistance

What benefits are counted?

- Which households should be reported as receiving a Cooling Assistance benefit?
 - Any household that received LIHEAP assistance to pay a share of a household's cooling bills using funds allocated for regular Cooling Assistance.
- For some states, Cooling Assistance may also include households that received cooling equipment repair/replacement on a non-emergency basis.

Topic #1 – Cooling Assistance

Consistency with Model Plan

- If your Model Plan indicates you have a cooling program, should households be reported in the Household Report?
 - Yes, if a grantee has a cooling program, households should be reported under Cooling Assistance.
- If grantees do operate a cooling program but did not serve any households with Cooling Assistance during the fiscal year, add a note to explain why no households were served with Cooling Assistance.

Topic #1 – Cooling Assistance

Consistency with Model Plan

Section 1 Program Components

Program Components, 2605(a), 2605(b)(1) - Assurance 1, 2605(c)(1)(C)

1.1 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.)

Dates of Operation

	Start Date	End Date
☒ Heating assistance	12/09/2016	12/31/2016
☒ Cooling assistance	07/07/2017	07/31/2017
☒ Weatherization assistance		

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	1,000
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance		
7. Nominal Payments		

Presenter(s):
Melissa Torgerson

Topic #1 – Cooling Assistance

Reminders from Heating Assistance Reporting

- Several reporting requirements and guidelines were covered in the previous section about Heating Assistance, and some of these topics also apply to Cooling Assistance. Please refer back to the listed slides to review information on the following topics. The guidance found in these slides should also be followed when reporting Cooling Assistance in Line 2.
 - Reporting Period (Slide 11)
 - Unduplicated Count (Slides 13 and 14)
 - Non-Emergency Equipment Repair & Replacement (Slide 15)
 - Households Served with Prior Year Funds (Slide 16)
 - Households Served Using LIHEAP and Other Funds (Slide 17)
 - Reporting Actual Data in the Final Report (Slide 18)

Lines #3a-f – Crisis Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Crisis Assistance

What are the different types of Crisis Assistance?

- What is Crisis Assistance?
 - A type of LIHEAP assistance that is provided in under 48 hours after a request for assistance. Grantees set their own criteria for Crisis Assistance, defined in their Model Plans. Crisis reporting in the Household Report should be consistent with the Model Plan.
- Five categories of Crisis Assistance can be reported in the Household Report form:
 - Year Round Crisis
 - Winter Crisis
 - Summer Crisis
 - Emergency Furnace Repair & Replacement
 - Other Crisis Assistance

Topic #1 – Year Round Crisis Assistance

What benefits are counted?

- Which households should be reported as receiving Year Round Crisis Assistance?
 - Any household that received Year Round Crisis Assistance according to the criteria defined by the grantee in their Model Plan.
 - Typically includes crisis assistance that is provided throughout the year, rather than seasonally.
 - For expedited or “fast track” heating assistance in a crisis situation, see slide 12.
- Examples of Year Round Crisis Assistance could include:
 - Bill Payment assistance after disconnection/disconnect notice
 - Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel

Topic #1 – Winter Crisis Assistance

What benefits are counted?

- Which households should be reported as receiving Winter Crisis Assistance?
 - Any household that received Winter Crisis Assistance according to the criteria defined by the grantee in their Model Plan.
 - Typically includes crisis assistance provided under the same timeline as a state's heating assistance program.
 - For expedited or “fast track” heating assistance in a crisis situation, see slide 12.
- Examples of Winter Crisis Assistance could include:
 - Bill Payment assistance after disconnection/disconnect notice
 - Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel

Topic #1 – Summer Crisis Assistance

What benefits are counted?

- Which households should be reported as receiving Summer Crisis Assistance?
 - Any household that received Summer Crisis Assistance according to the criteria defined by the grantee in their Model Plan.
 - Typically includes crisis assistance provided under the same timeline as a state's cooling assistance program.
- Examples of Summer Crisis Assistance could include:
 - Bill Payment assistance after disconnection/disconnect notice

Topic #1 – Emergency Furnace Repair & Replacement

Which households are counted?

- Which households should be reported as receiving Emergency Furnace Repair & Replacement?
 - Any household that received emergency **home energy equipment** repair or replacement using crisis funds.
 - This includes repairing broken and inoperable home energy equipment (furnaces, HVAC systems, etc.) within 48 hours.
- This should be reflected in the Model Plan (check “Yes” next to Field 4.14 “Do you provide for equipment repair or replacement using crisis funds?”)

4.14 Do you provide for equipment repair or replacement using crisis funds?

☒ Yes ☐ No

Topic #1 – Other Crisis Assistance

What is Other Crisis Assistance?

- When should grantees report households served with Other Crisis Assistance?
 - Report households served with Other Crisis Assistance when grantees run “Other Crisis Assistance” programs beyond Winter Crisis, Summer Crisis, Year Round Crisis, or Emergency Furnace Repair & Replacement programs.
 - These should not include bill payment assistance or emergency equipment repair and replacement.
- Examples include:
 - Purchase or loan of space heaters
 - Providing blankets
 - Payment of reconnection

Topic #1 – Other Crisis Assistance

How should Other Crisis Assistance be reported?

- Where do I report “Other Crisis Assistance”
 - Report the number of assisted households in an empty line on the form (line 3e and 3f) and clearly label the line with the “Other Crisis Assistance.”

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Other Crisis Assistance

How should Other Crisis Assistance be reported?

- In addition to reporting them on empty lines...
 - ADD those households that received "other crisis assistance" to year-round, winter, or summer crisis fuel assistance if they represent additional households excluded from the crisis assistance data. Also include poverty data and vulnerable household data.
 - DO NOT ADD those households that received "other crisis assistance" to year-round, winter, or summer crisis assistance if they already received year-round, winter, or summer crisis assistance so as to avoid duplicating the household count
- Include a note that indicates how many of these households are included in the crisis data and the nature of the assistance.

Topic #1 – Crisis Assistance

Reminders from Heating Assistance Reporting

- Several reporting requirements and guidelines were covered in the first section about Heating Assistance, and some of these topics also apply to Crisis Assistance. Please refer back to the listed slides to review information on the following topics. The guidance found in these slides should also be followed when reporting Crisis Assistance in Lines 3(a-f).
 - Reporting Period (Slide 11)
 - Expedited Heating Assistance (Slide 12)
 - Unduplicated Count (Slides 13 and 14)
 - Households Served with Prior Year Funds (Slide 16)
 - Households Served Using LIHEAP and Other Funds (Slide 17)
 - Reporting Actual Data in the Final Report (Slide 18)

Line #4 – Weatherization Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Weatherization Assistance

Which households are counted?

- Which households should be reported as receiving Weatherization Assistance?
 - Any household that received low-cost residential weatherization and other energy-related home repair with LIHEAP funds.
- LIHEAP Weatherization can be administered:
 - Entirely under LIHEAP rules
 - Entirely under DOE WAP rules
 - Mostly under LIHEAP rules, with some DOE WAP rules
 - Mostly under DOE WAP rules, with some LIHEAP rules
- Grantees may only use 15% of their LIHEAP funds for Weatherization Assistance, unless a waiver from HHS to increase the percentage to 25% is requested and approved.

Topic #1 – Weatherization Assistance

Consistency with Model Plan

- If your Model Plan indicates providing Weatherization Assistance, should households be reported in the Household Report?
 - Yes, if a grantee runs a weatherization program, households should be reported under Weatherization Assistance.
- If grantees do operate a weatherization program but did not serve any households with Weatherization Assistance during the fiscal year, add a note to explain why no households were served with Weatherization Assistance.

Topic #1 – Weatherization Assistance

Consistency with Model Plan

Section 1 Program Components

Program Components, 2605(a), 2605(b)(1) - Assurance 1, 2605(c)(1)(C)

1.1 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.)

		Dates of Operation	
		Start Date	End Date
☒	Heating assistance	10/01/2016	04/30/2017
☐	Cooling assistance		
☒	Crisis assistance	11/01/2016	04/30/2017
☒	Weatherization assistance	04/01/2017	12/31/2017

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	300
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Weatherization Assistance

Equipment Repair and Replacement

- If equipment repair and replacement is provided using weatherization funds, where should households that received these services be reported?
 - Report these households under Weatherization Assistance if weatherization funds were used.

Topic #1 – Weatherization Assistance

Reminders from Heating Assistance Reporting

- Several reporting requirements and guidelines were covered in the first section about Heating Assistance, and some of these topics also apply to Weatherization Assistance. Please refer back to the listed slides to review information on the following topics. The guidance found in these slides should also be followed when reporting Weatherization Assistance in Line 4.
 - Reporting Period (Slide 11)
 - Unduplicated Count (Slides 13 and 14)
 - Households Served with Prior Year Funds (Slide 16)
 - Households Served Using LIHEAP and Other Funds (Slide 17)
 - Reporting Actual Data in the Final Report (Slide 18)

Line #5 – Any Type of LIHEAP Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Any Type of LIHEAP Assistance

How is Any Type of LIHEAP Assistance calculated?

- How should the number of households that received Any Type of LIHEAP Assistance be reported?
 - Report an unduplicated count of households that received any type of LIHEAP Assistance.
 - Count a household that received at least one type of LIHEAP assistance, regardless of the type(s) of assistance provided to the household, only once.
- Example on next slide

Topic #1 – Any Type of LIHEAP Assistance

Unduplicated Count Example

Household Scenarios	Number of Assisted Households by Type of LIHEAP Assistance						
	Heating	Cooling	Year Round Crisis	Winter Crisis	Summer Crisis	Other Crisis	Wxz.
Household A receives three heating assistance benefits and one year round crisis assistance benefit.	3	0	1	0	0	0	0
Household B receives a heating assistance benefit, a cooling assistance benefit, and weatherization assistance.	1	1	0	0	0	0	1
Household C receives a winter crisis benefit, emergency replacement of its heating unit, and summer crisis assistance benefit.	0	0	0	1	1	1	0
Household D receives an “expedited” or “fast tracked” heating assistance benefit to avoid a utility shutoff.	1	0	0	1	0	0	0
Household E receives “fast tracked” heating assistance, regular cooling assistance, summer crisis assistance, replacement of an air conditioner, and weatherization assistance.	1	1	0	1	1	1	1
Unduplicated Number of Households for EACH Type of LIHEAP Assistance	4	2	1	3	2	2	2
Unduplicated Number of Households for ANY Type of LIHEAP Assistance	5						

Topic #1 – Any Type of LIHEAP Assistance

What are general guidelines for reporting?

- What are general guidelines when reporting households served with Any Type of LIHEAP Assistance?
 - Confirm that you have no duplicate clients to count each household only once.
 - The number reported in Any Type of LIHEAP Assistance should be greater than the number of households reported for each type of assistance (unless households must receive one type of assistance before receiving any other type of assistance).
 - The number reported in Any Type of LIHEAP Assistance should be less than the sum of households reported for each type of assistance (unless households can only receive one type of assistance per year).

Line #6 – Bill Payment Assistance

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Bill Payment Assistance

What is Bill Payment Assistance?

- Which households received Bill Payment Assistance?
 - Any household provided with a LIHEAP benefit used to pay a share of a household's energy bills and utility deposits.
- *This should include:*
 - Households receiving heating, cooling, and crisis assistance benefits to pay a share of a household's energy bills or utility deposits.
 - Households receiving Heat-in-Rent payments.
- *This should exclude:*
 - Households receiving only LIHEAP weatherization assistance or energy-related equipment repair or replacement services.
 - SNAP households that only received a nominal LIHEAP benefit (if applicable).

Topic #1 – Bill Payment Assistance

What are general guidelines for reporting?

- What are some general guidelines when reporting households served with Bill Payment Assistance?
 - Report an unduplicated count of households that received any type of bill payment assistance.
 - Many grantees allow households to receive more than one type of LIHEAP bill payment assistance, such as receiving both Crisis Assistance and Heating Assistance.
 - If that is the case, then the unduplicated count of bill payment assistance households should be less than the sum of the household counts for each separate assistance type.

Topic #1 – Bill Payment Assistance

What are general guidelines for reporting?

- What are some general guidelines when reporting households served with Bill Payment Assistance?
 - Report an unduplicated count of households that received any type of bill payment assistance.
- Many grantees provide weatherization or equipment repair/replacement through LIHEAP.
 - If that is the case, then the unduplicated count of bill payment assistance households should be less than or equal to the total unduplicated count for any type of LIHEAP assistance (Section I, Line 5).

Line #7 – Nominal Payments

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	

Topic #1 – Nominal Payments

What are Nominal Payments?

- Which households received Nominal Payments?
 - Any household that received nominal LIHEAP benefits as part of a partnership with the Supplemental Nutrition Assistance Program (SNAP). The minimum benefit amount is \$20.01.
- Only the few states that have a separate LIHEAP payment amount for SNAP recipient households need to report these households.
- This is often referred to as "Heat or Eat" or "Cool or Eat" Program.

Topic #1 – Nominal Payments

What are general guidelines for reporting?

- What are general guidelines when reporting households that received Nominal Payments?
 - Report the SNAP households that received a nominal LIHEAP benefit.
 - Provide a note that includes the number of households served, a program description, and the benefit amount.
 - Do NOT include households that received nominal benefits in the reported number of households that received “Any Type of Assistance.”
 - States that provide nominal benefits must indicate that they provide nominal benefits in their Model Plans (Field 1.7a).

Topic #1 – Nominal Payments

Reporting Example?

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	
5. Any type of LIHEAP assistance	☐	
6. Bill Payment Assistance	☐	
7. Nominal Payments	☐	1

Notes

NYS issued a \$21 nominal "Heat & Eat" benefit to 1 household in FY 2017

Topic #1 – Questions

Grantee Questions regarding Section I of the Household Report Form?

GoToWebinar – Asking a Question

Join the audio conference
Dial in using your telephone or select Mic & Speakers to use your Internet connection for audio.

Click this button to 'raise your hand'

Click here to choose how you listen to the webinar

- 'Telephone'
- 'Mic & Speakers'

If you select 'Telephone,' your audio pin will appear here. You must enter a pin to ask a question over the phone.

Enter text here to ask a question

If the sidebar is minimized, it will look like this:

Click this button to expand the sidebar

Click this button to 'raise your hand'

Form:
ystem

Audio

Telephone
Mic & Speakers

Dial: +1 (646) 307-1708
Access Code: 817-268-095
Audio PIN: 85

If you're already on the call, press #85# now.
[Problem dialing in?](#)

Questions

[Enter a question for staff]

Send

TEST
Webinar ID: 135-905-843
GoToWebinar

If you wish to call in and ask a question, you MUST call in by phone rather than connect your audio through your computer

Section II: Number of Assisted Households by Poverty Interval



ADMINISTRATION FOR
CHILDREN & FAMILIES

Topic #2 – Section II

II. Number of Assisted Households by Poverty Interval

Applicable HHS Poverty Guidelines, in effect at the beginning of FFY					
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty
1. Heating					
2. Cooling					
3. Crisis					
a. Year Round					
b. Winter					
c. Summer					
d. Emergency Furnace Repair & Replacement					
e.					
f.					
4. Weatherization					

Topic #2 – Section II Reporting Requirements

What information is required?

- What information is reported in Section II?
 - Provide an **unduplicated count** of assisted households by poverty interval for Heating, Cooling, Crisis, and Weatherization Assistance.
- Grantees must report the number of assisted households by poverty interval for each type of assistance reported in Section I.
- Grantees should confirm reporting is consistent with the income threshold defined in their State Plans.
- The sum of households reported by poverty interval in Section II for each type of assistance should equal the total households reported for each type of assistance in Section I.
 - Example on next slide

Topic #2 – Section II Reporting Requirements

Sum of Poverty Intervals – Example

II. Number of Assisted Households by Poverty Interval

Applicable HHS Poverty Guidelines, in effect at the beginning of FFY					
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty
1. Heating	2	3	5	1	2
2. Cooling					
3. Crisis					
a. Year Round					
b. Winter					
c. Summer					
d. Emergency Furnace Repair & Replacement					
e.					
f.					
4. Weatherization					



A. Select if estimated data	B. Total Number of Households
☐	13
☐	
☐	
☐	
☐	
☐	
☐	
☐	

Topic #2 – Section II Reporting Requirements

How was income eligibility determined?

- How did grantees determine which households were eligible for LIHEAP assistance?
 - When determining eligibility for FY 2017, grantees had a few options:
 - Use the FY 2016 HHS Poverty Guidelines.
 - Use the FY 2017 State Median Income (SMI).
 - If a program component began after the start of the calendar year, use the FY 2017 HHS Poverty Guidelines.
 - Switch to the FY 2017 HHS Poverty Guidelines when these guidelines came into effect (mid-year).

Topic #2 – Section II Reporting Requirements

Which income guidelines are used for reporting?

- Since grantees can use different income guidelines in determining eligibility, how should households be reported in Section II?
 - Report households in Section II according to the income standard used at the beginning of the fiscal year.
- If grantees changed the income guidelines they were using mid-year (i.e. used FY 2017 HHS PG after they came into effect rather than use FY 2016 HHS PG), grantees might serve some households over the original income threshold indicated in their Model Plan.
- The income threshold might be higher using the FY 2017 HHS PG, but grantees should report by poverty level according to the FY 2016 HHS PG.
- If some households are over the income threshold indicated in your Model Plan for this reason, add a note explaining this.

Topic #2 – Section II Reporting Requirements

Reporting Households with Missing Income

- In general, there should not be households missing income information.
- In rare instances when income information is missing, follow the guidance below:
 - Report these households in the highest poverty interval in Section II. Missing income information must be reported so the sum of households reported by poverty interval in Section II equals the total households reported in Section I.
 - Add a note explaining the number of households that were missing income information, what type of assistance these households received, and the poverty interval these households were included in.

Topic #2 – Questions

Grantee Questions regarding Section II of the Household Report Form?

GoToWebinar – Asking a Question

Join the audio conference
Dial in using your telephone or select Mic & Speakers to use your Internet connection for audio.

Click this button to 'raise your hand'

Click here to choose how you listen to the webinar

- 'Telephone'
- 'Mic & Speakers'

If you select 'Telephone,' your audio pin will appear here. You must enter a pin to ask a question over the phone.

Enter text here to ask a question

If the sidebar is minimized, it will look like this:

Click this button to expand the sidebar

Click this button to 'raise your hand'

Form:
ystem

Audio

Telephone
Mic & Speakers

Dial: +1 (646) 307-1708
Access Code: 817-268-095
Audio PIN: 85

If you're already on the call, press #85# now.
[Problem dialing in?](#)

Questions

[Enter a question for staff]

Send

TEST
Webinar ID: 135-905-843
GoToWebinar

If you wish to call in and ask a question, you MUST call in by phone rather than connect your audio through your computer

Section III: Number of Assisted Households by Vulnerable Population



ADMINISTRATION FOR
CHILDREN & FAMILIES

Topic #3 – Section III

III. Number of Assisted Households by Vulnerable Population

Number of assisted households with at least one member of the following target groups				
Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating				
2. Cooling				
3. Crisis				
a. Year Round				
b. Winter				
c. Summer				
d. Emergency Furnace Repair & Replacement				
e.				
f.				
4. Weatherization				
5. Any type of LIHEAP assistance				

Topic #3 – Section III Reporting Requirements

Vulnerable Households

- Which households are considered vulnerable households?
 - The LIHEAP Statute specifies three separate vulnerability groups
 - Households with one or more elderly members
 - Households with one or more disabled members
 - Households with one or more young children

Topic #3 – Section III Reporting Requirements

Definitions of Vulnerable Households

- How are vulnerable groups defined?
 - Elderly is defined as a person 60 years or older
 - Young child is defined as a person age 5 years or under
 - A disabled household member is not defined by the LIHEAP Statute. States decide who they will count as disabled members based on their own definitions
 - Examples include:
 - Members with a permanent disability
 - Members receiving disability insurance

Topic #3 – Section III Reporting Requirements

Identifying Vulnerable Households

- What do I need to identify households with vulnerable members?
 - Collect information as part of the application/intake process
 - Store data in your data management system
 - Create an indicator field for each vulnerable member type to mark whether or not a household contains a vulnerable member.
 - Create an indicator field to mark whether a household contains any of the three vulnerable member types.

Topic #3 – Section III Reporting Requirements

What information is required?

- What information is reported in Section III?
 - Provide an **unduplicated count** of assisted households by vulnerable population for Heating, Cooling, Crisis, Weatherization, and Any Type of LIHEAP Assistance.
 - A household is counted if ANY member meets the vulnerable population definition.
- Grantees should report the number of assisted households by vulnerable population for each type of assistance reported in Section I.
- In general, the households reported in Section III for each type of assistance should be a subset of the households reported in Section I (unless a grantee allows only households with a vulnerable member to receive a type of assistance).

Topic #3 – Section III Reporting Requirements

Households with At Least One Vulnerable Member

III. Number of Assisted Households by Vulnerable Population

Number of assisted households with at least one member of the following target groups				
Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating				
2. Cooling				
3. Crisis				
a. Year Round				
b. Winter				
c. Summer				
d. Emergency Furnace Repair & Replacement				
e.				
f.				
4. Weatherization				
5. Any type of LIHEAP assistance				

Topic #3 – Section III Reporting Requirements

Notes on Reporting Unduplicated Counts

- What are general guidelines when reporting unduplicated counts in Section III, Column D?
 - In Column D, “Elderly, Disabled, or Young Child”, report an unduplicated count for each type of assistance with **at least one vulnerable member**.
 - You should NOT simply add Elderly + Disabled + Young Child to produce the number of households with an “Elderly, Disabled, or Young Child” member
 - This value should capture the total number of households for each type of assistance with one or more vulnerable members.
 - This should be less than the sum of elderly, disabled, and young child households for each type of assistance.

Topic #3 – Section III Reporting Requirements

Households with At Least One Vulnerable Member – Example

III. Number of Assisted Households by Vulnerable Population

Number of assisted households with at least one member of the following target groups				
Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating	2	3	1	4
2. Cooling				
3. Crisis				
a. Year Round				
b. Winter				
c. Summer				
d. Emergency Furnace Repair & Replacement				
e.				
f.				
4. Weatherization				
5. Any type of LIHEAP assistance				

- Example:
 - 1 household has an elderly member and a disabled member
 - 1 household has a disabled member and a young child
 - 1 household only has an elderly member
 - 1 household only has a disabled member

Presenter(s):
Melissa Torgerson

Topic #3 – Section III Reporting Requirements

Any Type of LIHEAP Assistance by Vulnerability

III. Number of Assisted Households by Vulnerable Population

Number of assisted households with at least one member of the following target groups				
Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating				
2. Cooling				
3. Crisis				
a. Year Round				
b. Winter				
c. Summer				
d. Emergency Furnace Repair & Replacement				
e.				
f.				
4. Weatherization				
5. Any type of LIHEAP assistance				

Topic #3 – Section III Reporting Requirements

Notes on Reporting Unduplicated Counts

- What are general guidelines when reporting unduplicated counts in Section III, Line 5?
 - In Line 5, report an unduplicated count of households that received Any Type of LIHEAP Assistance by vulnerable category.
 - The same guidelines for reporting Any Type of LIHEAP Assistance in Section I apply to reporting Any Type of LIHEAP Assistance in Section III. Refer to Slide 42 to review this guidance.
 - The number reported in Any Type of LIHEAP Assistance in Section III should be less than the number reported in Any Type of LIHEAP Assistance in Section I.

Topic #3 – Questions

Grantee Questions regarding Section III of the Household Report Form?

GoToWebinar – Asking a Question

Join the audio conference
Dial in using your telephone or select Mic & Speakers to use your Internet connection for audio.

Click this button to 'raise your hand'

Click here to choose how you listen to the webinar

- 'Telephone'
- 'Mic & Speakers'

If you select 'Telephone,' your audio pin will appear here. You must enter a pin to ask a question over the phone.

Enter text here to ask a question

If the sidebar is minimized, it will look like this:

Click this button to expand the sidebar

Click this button to 'raise your hand'

Form:
ystem

Audio

Telephone
Mic & Speakers

Dial: +1 (646) 307-1708
Access Code: 817-268-095
Audio PIN: 85

If you're already on the call, press #85# now.
[Problem dialing in?](#)

Questions

[Enter a question for staff]

Send

TEST
Webinar ID: 135-905-843
GoToWebinar

If you wish to call in and ask a question, you MUST call in by phone rather than connect your audio through your computer

Section IV: Number of Applicant Households



ADMINISTRATION FOR
CHILDREN & FAMILIES

Topic #4 – Section IV

IV. Number of Applicant Households

Number of applicant households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Cooling	☐	
3. Crisis		
a. Year Round	☐	
b. Winter	☐	
c. Summer	☐	
d. Emergency Furnace Repair & Replacement	☐	
e.	☐	
f.	☐	
4. Weatherization	☐	

Topic #4 – Applicant Households

Which households are applicant households?

- Which households are considered applicant households?
 - The definition of applicant households is left to each LIHEAP grantee, as the LIHEAP statute does not define the term.
- Grantees should report applicant households according to their definitions.
- Examples include:
 - Households that submit an application for assistance during the fiscal year.
 - Households that visit an agency to apply.

Topic #4 – Applicant Households

What is the reporting period?

- Households that applied during what time period should be included in Section IV of the Household Report?
 - Report households that applied during the fiscal year (October 1, 2016 – September 30, 2017)
- Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1), but the data used to complete the Household Report should be data for the fiscal year.

Topic #4 – Applicant Households

What information is required?

- What information is reported in Section III?
 - Provide an **unduplicated count** of households that applied for each type of LIHEAP assistance, regardless of if they actually received the assistance.
- Grantees should report the number of applicant households for each type of assistance reported in Section I.

Topic #4 – Applicant Households

Comparing Applicant and Assisted Households

- How should the number of applicant households for each type of assistance compare to the number of assisted households for each type of assistance?
 - In general, the number of applicant households reported for each type of assistance in Section IV should be **greater than or equal to** the number of assisted households reported for each type of assistance in Section I.
 - If this is not the case, add a note explaining this.

Topic #4 – Applicant Households

Prior Year Applicants that Received Assistance

- Should households that received assistance in FFY 2017, but applied in FFY 2016 be included in Section IV?
 - No, only households that applied during the federal fiscal year (FFY 2017) should be included in Section IV.
- If households that applied in the previous federal fiscal year received assistance during FFY 2017, the number of applicant households might be less than the number of assisted households.
- If this is the case, add a note that explains the number of households that were assisted in the current fiscal year that applied in the previous year.

Topic #4 – Questions

Grantee Questions regarding Section IV of the Household Report Form?

GoToWebinar – Asking a Question

Join the audio conference
Dial in using your telephone or select Mic & Speakers to use your Internet connection for audio.

Click this button to 'raise your hand'

Click here to choose how you listen to the webinar

- 'Telephone'
- 'Mic & Speakers'

If you select 'Telephone,' your audio pin will appear here. You must enter a pin to ask a question over the phone.

Enter text here to ask a question

If the sidebar is minimized, it will look like this:

Click this button to expand the sidebar

Click this button to 'raise your hand'

Form:
ystem

Audio

Telephone
Mic & Speakers

Dial: +1 (646) 307-1708
Access Code: 817-268-095
Audio PIN: 85

If you're already on the call, press #85# now.
[Problem dialing in?](#)

Questions

[Enter a question for staff]

Send

TEST
Webinar ID: 135-905-843
GoToWebinar

If you wish to call in and ask a question, you MUST call in by phone rather than connect your audio through your computer

Section V: Number of Applicant Households by Poverty Interval



ADMINISTRATION FOR
CHILDREN & FAMILIES

Topic #5 – Section V

V. Number of Applicant Households by Poverty Interval

Applicable HHS Poverty Guidelines, in effect at the beginning of FFY						
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty	F. Income data unavailable
1. Heating						
2. Cooling						
3. Crisis						
a. Year Round						
b. Winter						
c. Summer						
d. Emergency Furnace Repair & Replacement						
e.						
f.						
4. Weatherization						

Topic #5 – Section V Reporting Requirements

What information is required?

- What information is reported in Section V?
 - Provide an **unduplicated count** of applicant households by poverty interval for Heating, Cooling, Crisis, and Weatherization Assistance.
- Report the number of applicant households by poverty interval for each type of assistance reported in Section IV.
- The sum of households reported by poverty interval in Section V for each type of assistance should equal the total households reported for each type of assistance in Section IV.
 - Example on next slide

Topic #5 – Section V Reporting Requirements

Sum of Poverty Intervals – Example

V. Number of Applicant Households by Poverty Interval

Applicable HHS Poverty Guidelines, in effect at the beginning of FFY						
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%-125% poverty	D. 126%-150% poverty	E. Over 150% poverty	F. Income data unavailable
1. Heating	1	5	4	5	4	2
2. Cooling						
3. Crisis						
a. Year Round						
b. Winter						
c. Summer						
d. Emergency Furnace Repair & Replacement						
e.						
f.						
4. Weatherization						

A. Select if estimated data	B. Total Number of Households
☐	21
☐	
☐	
☐	
☐	
☐	
☐	
☐	

Topic #5 – Section V Reporting Requirements

Which income guidelines are used for reporting?

- Since grantees can use different income guidelines in determining eligibility throughout the fiscal year, how should households be reported in Section V?
 - Report households in Section V according to the income standard used at the **beginning of the fiscal year**.

Topic #5 – Section V Reporting Requirements

Reporting Households with Missing Income

- Are applicant households with missing income information reported in Section V?
 - Yes, households missing income information should be reported in Column F, “Income data unavailable”
- Again, confirm the sum of households reported by poverty interval in Section V for each type of assistance equals the total households reported for each type of assistance in Section IV.

Topic #5 – Section V Reporting Requirements

Comparing Applicant and Assisted Households

- How should the number of applicant households by poverty level compare to the number of assisted households by poverty level?
 - For each type of assistance, the applicant counts in each poverty level in Section V should be **greater than or equal to** the number of assisted households by poverty level reported in Section II.
 - If this is not the case, add a note explain this.

Topic #5 – Questions

Grantee Questions regarding Section V of the Household Report Form?

GoToWebinar – Asking a Question

Join the audio conference
Dial in using your telephone or select Mic & Speakers to use your Internet connection for audio.

Click this button to 'raise your hand'

Click here to choose how you listen to the webinar

- 'Telephone'
- 'Mic & Speakers'

If you select 'Telephone,' your audio pin will appear here. You must enter a pin to ask a question over the phone.

Enter text here to ask a question

If the sidebar is minimized, it will look like this:

Click this button to expand the sidebar

Click this button to 'raise your hand'

Form:
ystem

Audio

Telephone
Mic & Speakers

Dial: +1 (646) 307-1708
Access Code: 817-268-095
Audio PIN: 85

If you're already on the call, press #85# now.
[Problem dialing in?](#)

Questions

[Enter a question for staff]

Send

TEST
Webinar ID: 135-905-843
GoToWebinar

If you wish to call in and ask a question, you MUST call in by phone rather than connect your audio through your computer

Section VI: Number of Assisted Households by Young Child Age Category (Optional)



ADMINISTRATION FOR
CHILDREN & FAMILIES

Topic #6 – Section VI

VI. Number of Assisted Households by Young Child Age Category (Optional)

At least one member who is		
Type of LIHEAP assistance	A. Age 2 years or under	B. Age 3 years through 5 years
1. Heating		
2. Cooling		
3. Crisis		
a. Year Round		
b. Winter		
c. Summer		
d. Emergency Furnace Repair & Replacement		
e.		
f.		
4. Weatherization		

Topic #6 – Section VI Reporting

Optional Data

- Is completing Section VI required?
 - No, Section VI is not required, and you can submit your final Household Report without completing Section VI.
- Although Section VI is optional, it gives grantees the opportunity to provide more information about their program and the vulnerable population that is served.

Topic #6 – Section VI Reporting

What information is reported?

- What information is reported in Section VI?
 - The number of assisted households with at least one child who is 2 years or under.
 - The number of assisted households with at least one child who is between 3 years old and 5 years old.

Topic #6 – Section VI Reporting

How should young child households be reported?

- How are assisted households by young child category reported?
 - Refer to Section III to count the assisted households with at least one child 5 years old or under for each type of assistance.
 - Then, count the households with at least one child who is 2 years old or under.
 - Then, count the households with at least one child who is between 3 years old and 5 years old, regardless of if the household was already counted as a household with at least one child 2 years old or under.

Topic #6 – Section VI Reporting

Section III and Section VI Comparison

- How should the reported households for each young child category compare to the young child households reported in Section III?
 - For each type of assistance, the sum of households with a Child Age 2 Years or Under and households with a Child Ages 3 Through 5 in Section VI should be greater than the number of households with a Child 5 Years or Younger in Section III.
- Example on next slide

Topic #6 – Section VI Reporting

Section VI and Section III Comparison – Example

VI. Number of Assisted Households by Young Child Age Category (Optional)

At least one member who is		
Type of LIHEAP assistance	A. Age 2 years or under	B. Age 3 years through 5 years
1. Heating	3	3
2. Cooling		
3. Crisis		
a. Year Round		
b. Winter		
c. Summer		
d. Emergency Furnace Repair & Replacement		
e.		
f.		
4. Weatherization		

C. Age 5 years or under (young child)
4



- **Example:**

- The Gomez household has two children: a 1 year old and a 4 year old.
- The Johnson household has two children: a newborn and a 5 year old.
- The O'Shay household has one child that is 6 months old.
- The Kim household has one child that is 4 years old.

Presenter(s):
Melissa Torgerson

Topic #6 – Questions

Grantee Questions regarding Section VI of the Household Report Form?

GoToWebinar – Asking a Question

Join the audio conference
Dial in using your telephone or select Mic & Speakers to use your Internet connection for audio.

Click this button to 'raise your hand'

Click here to choose how you listen to the webinar

- 'Telephone'
- 'Mic & Speakers'

If you select 'Telephone,' your audio pin will appear here. You must enter a pin to ask a question over the phone.

Enter text here to ask a question

If the sidebar is minimized, it will look like this:

Click this button to expand the sidebar

Click this button to 'raise your hand'

Form:
ystem

Audio

Telephone
Mic & Speakers

Dial: +1 (646) 307-1708
Access Code: 817-268-095
Audio PIN: 85

If you're already on the call, press #85# now.
[Problem dialing in?](#)

Questions

[Enter a question for staff]

Send

TEST
Webinar ID: 135-905-843
GoToWebinar

If you wish to call in and ask a question, you MUST call in by phone rather than connect your audio through your computer

Final Reminders



ADMINISTRATION FOR
CHILDREN & FAMILIES

Topic #7 – Final Reminders

Reporting Important Details/Clarifications

- Add notes that help to explain program features that are unique to your program.
- Add notes to explain inconsistencies between the Household Report and Model Plan, and to provide explanations to any warnings. This will reduce follow-up from APPRISE.
- If uncertain, add a note!

Notes

This is the first year we have used LIHEAP funds for Weatherization. Households can only receive one type of LIHEAP utility assistance benefit per program year. Even though clients can only receive one benefit per program year, they might receive more than one benefit during the federal fiscal year because the program year and the federal fiscal year are not the same.

Notes

All applicants apply jointly for LIEAP as well as Weatherization. However, in order for any HH to receive Crisis Benefits or Emergency Furnace Repair & Replacement, they must also already have been approved for LIEAP heating Benefits. All must receive heating assistance to receive other benefits.

Topic #7 – Final Reminders

Checking Your Report Prior to Submission

- Make use of the ***LIHEAP Household Report “Check Before You Submit” Document***
 - Grantees should review all of the checks in the list, and if they can answer “Yes” to all of the questions in the list, they are ready to certify and submit the LIHEAP Household Report.
 - Link to “Check Before You Submit” Document: [insert link]
- Review and address OLDC warning or error messages.

Topic #7 – Final Reminders

Reporting Deadlines

- The final Household Report is due in OLDC on **December 15, 2017**.
- Remember that the Household Report must be:
 - Entered in OLDC
 - Saved in OLDC
 - Certified by the appropriate person
 - Submitted by the appropriate person

Topic #7 – Final Reminders

Household Report Resources

- Household Report Action Transmittal – Released Today
- Household Report Instructions – Available with AT
- “Check Before You Submit” Document (E-mailed by APPRISE)
- View Past Data in OLDC or on the Data Warehouse:
https://liheappm.acf.hhs.gov/data_warehouse/index.php?report=homepage

Topic #7 – Final Reminders

OLDC Resources

- OLDC is accessed through Grant Solutions.
- Log-in to Grant Solutions at <https://www.grantsolutions.gov/gs>
- Once logged in, click “OLDC” in the top taskbar to access the OLDC homepage.
- If you need assistance, please contact Grants Center Of Excellence systems Help Desk:
 - (202) 401-5282 or (866) 577-0771
 - help@grantsolutions.gov

Topic #7 – Final Reminders

Support Resources

- OCS liaisons
 - <http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff>
- Grants Center Of Excellence systems Help Desk
 - help@grantsolutions.gov
 - (202) 401-5282 or (866) 577-0771
- APPRISE Team
 - Daniel Bausch, Daniel-Bausch@appraiseinc.org; 609-252-9050
 - Jorge Mancilla, Jorge-MancillaUribe@appraiseinc.org; 609-252-9009
 - Melissa Torgerson, melissa@verveassociates.net
 - Michelle Wadolowski, Michelle-Wadolowski@appraiseinc.org; 609-252-9057

Topic #7 – Final Reminders

Household Report Webinar #2

- LIHEAP Household Report Webinar #2
 - Wednesday, November 29 at 3:00 pm EST
- Discuss common reporting issues that are found when reviewing submitted Household Reports.
- Provide a refresher of the main reporting requirements and nuances.
- Review the new “Check Before You Submit” Document.

Grantee Questions?



ADMINISTRATION FOR
CHILDREN & FAMILIES

GoToWebinar – Asking a Question

Join the audio conference
Dial in using your telephone or select Mic & Speakers to use your Internet connection for audio.

Click this button to 'raise your hand'

Click here to choose how you listen to the webinar

- 'Telephone'
- 'Mic & Speakers'

If you select 'Telephone,' your audio pin will appear here. You must enter a pin to ask a question over the phone.

Enter text here to ask a question

If the sidebar is minimized, it will look like this:

Click this button to expand the sidebar

Click this button to 'raise your hand'

Form:
ystem

Audio

Telephone
Mic & Speakers

Dial: +1 (646) 307-1708
Access Code: 817-268-095
Audio PIN: 85

If you're already on the call, press #85# now.
[Problem dialing in?](#)

Questions

[Enter a question for staff]

Send

TEST
Webinar ID: 135-905-843
GoToWebinar

If you wish to call in and ask a question, you MUST call in by phone rather than connect your audio through your computer