Completing the *Federal Fiscal Year 2025 (FY25) Household Report: Long Form Version*

LIHEAP WEBINAR HOSTED BY THE OFFICE OF COMMUNITY SERVICES (OCS) IN THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) PRESENTED BY APPRISE UNDER CONTRACT TO OCS

DECEMBER 4TH, 2025

WELCOME:
KATE THOMAS (OCS)

PRESENTERS:
MELISSA TORGERSON (VERVE ASSOCIATES)
DAN BAUSCH (APPRISE)

ADMINISTRATION FOR
CHILDREN & FAMILIES

Webinar Overview

- **Purposes of this Webinar**
  - To review the key requirements for completing the federal Fiscal Year 2025 (FY25) *Household Report – Long Form*.
  - To explain changes made to the report for FY25.
  - To review the data you need to prepare for the report.
  - To review the process for submitting and updating the report.

- **Audience for this Webinar**
  - LIHEAP Coordinators for states, D.C., and Puerto Rico.
  - Staff and contractors that assist with completing the report.

Note: *A webinar for the Short Form for tribal grant recipients and select smaller territory grant recipients will be at 2:30 PM Eastern today.*

2

Presenter(s):
Kate Thomas

Speakers

- Today's webinar is being conducted by APPRISE, a non-profit research institute that is contracted with OCS to provide LIHEAP training and technical assistance.

- APPRISE works with grant recipients by assisting with federal report reviews and providing one-on-one technical assistance for reporting or performance management.

Daniel Bausch
Senior Project Director – APPRISE

Melissa Torgerson
Owner – Verve Associates LLC

Applied Public Policy Research
APPRISE
Institute for Study and Evaluation

Presenter(s):
Kate Thomas

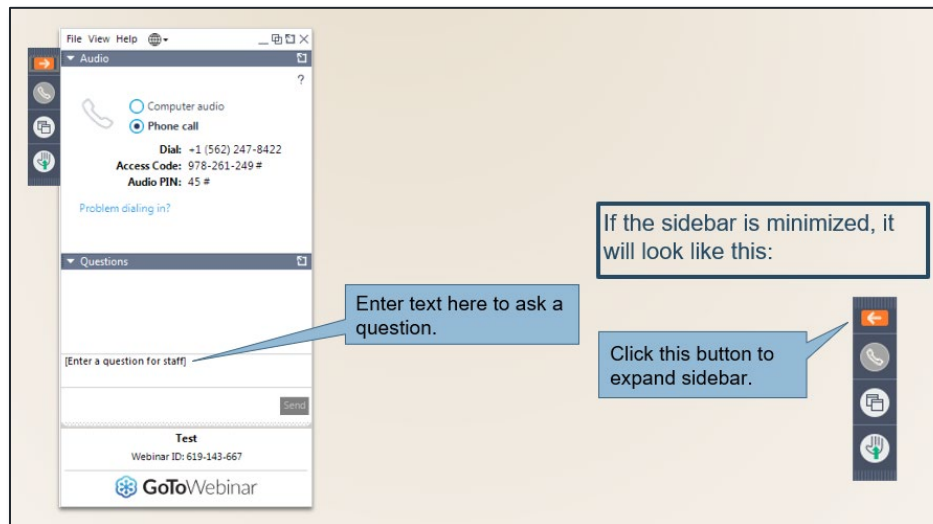ADMINISTRATION FOR
CHILDREN & FAMILIES

Webinar Overview

- **Structure of the Webinar**

    - 60-minutes.

    - **Slides and other resources available for download now** under "Handouts" in the GoToWebinar Sidebar.

    - The webinar is being recorded and will be published on the ACF YouTube channel.

Presenter(s):
Melissa Torgerson

GoToWebinar Question Box

Have a question?

- You are encouraged to ask questions as you have them by typing them into the GoToWebinar "Question" box.

- Submitted questions will be reviewed and responded to at the end of the webinar or via an e-mail from APPRISE.

Presenter(s):
Melissa Torgerson

Presentation Outline

Presenter(s):
Melissa Torgerson

LIHEAP Federal Reports
Upcoming Schedule

Report:	Due Date:	Focus of Report:
Model Plan FY26	9/2/2025	Application and plan for FY26
Quarterly Report (Quarter 4 of FY25)	10/31/2025	Summary of activity in the last quarter
Household Report (FY25)	10/15/2025 (Est.) **12/31/2025 (Final)**	**Households served in the FY25**
Carryover and Reallotment Report (FY25)	12/31/2025	Funds being carried over or returned
Federal Financial Report Form SF-425 (FFR)	12/31/2025	Federal financial reporting
Performance Data Form (FY25): Module 1 – Grantee Survey	1/31/2025	Sources/uses of funds, average benefits, maximum income cutoffs
Performance Data Form (FY25) Module 2 – Performance Measures	1/31/2025	Energy Burden Data, Restoration/Prevention Data

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Audience Poll Question #1

How prepared do you think your team is for completing the final *FY25 LIHEAP Household Report – Long Form* due in December?

Please select one:

➢ **Not at all prepared** (i.e. haven't turned attention to this)
➢ **A little prepared** (i.e. aware, but haven't planned yet)
➢ **Mostly prepared** (i.e. planning and working out nuances)
➢ **Very prepared** (i.e. working on it and understand it)

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Overview of the Household Report
History & Purpose

- The *Household Report* has been submitted by grant recipients since the 1980s. There are two versions of the report:
  - *Long Form* – This is for state grant recipients and select larger territory grant recipients.
  - *Short Form* – This is for tribal grant recipients and select smaller territory grant recipients.

- Three main types of data need to be reported:
  1. Count of households that received <u>each type</u> of LIHEAP assistance.
  2. Count of total households served (Any Type of LIHEAP assistance).
  3. Demographic information on who is served.

- Data are…
  - Used to communicate to the public about LIHEAP.
  - Used to respond to Congressional and White House inquiries.
  - Published in the annual <u>LIHEAP Report to Congress</u>.
  - Published in the <u>LIHEAP Data Warehouse</u>

> **In FY24, state grant recipients assisted 5.88 million households with LIHEAP.** This figure comes directly from data reported in the *Household Report – Long Form.*

Presenter(s): Dan Bausch

ADMINISTRATION FOR CHILDREN & FAMILIES

What's New for FY25 Reporting

What's New for FY25 Reporting
Report Announcements and Due Date

- **Report Announcement** - On September 9th, 2025, OCS published an Action Transmittal with the instructions and due date for the FY25 report (the AT and instructions are included as handouts).

- **Due Dates:**
  - The preliminary report with nonfinal or estimated data was due October 15th.
  - The final report with non-estimated data is due **December 31st.**

- **Report Availability –** The FY25 Household Report – Long Form is available on the Online Data Collection System (OLDC) for submission.

- **Submission** – The report must be submitted in OLDC and must be validated and certified by the designated authorized official.

Presenter(s):
Dan Bausch

What's New for FY25 Reporting
Report Changes

Good news: There are no <u>major</u> changes to the report lines or layout.

There is one minor change from last year:

- In FY23, HHS added new sections to collect demographic data. In FY24, all demographic sections became required. These sections were reviewed during past trainings.

- HHS announced that for this year, the demographic sections VII and IX would no longer collect data based on gender. They would instead collect data based on biological sex.

- **As a reminder, grant recipients should complete these sections and should contact APPRISE and OCS if there is any difficulty filling them out.**

Presenter(s):
Dan Bausch

What's New for FY25 Reporting
## *Resources to Assist with Completing the Report*

The Household Report is due Dec 31, 2025. Staff from APPRISE can assist with reporting prior to the due date. In addition, handouts for this webinar include resources to help you submit the report:

- *"Check Before You Submit" document:* Included is a document that will help you confirm final data is ready to be submitted.

- *Examples of Data Calculations and Reporting spreadsheet:* Included is a spreadsheet with examples of the data needed for the Household Report and how to report it.

- *FY25 Household Report Instructions*: Included are the instructions for completing the FY25 Household Report.

- *Template*: Included is a Word document showing the FY25 report layout.

Presenter(s):
Dan Bausch

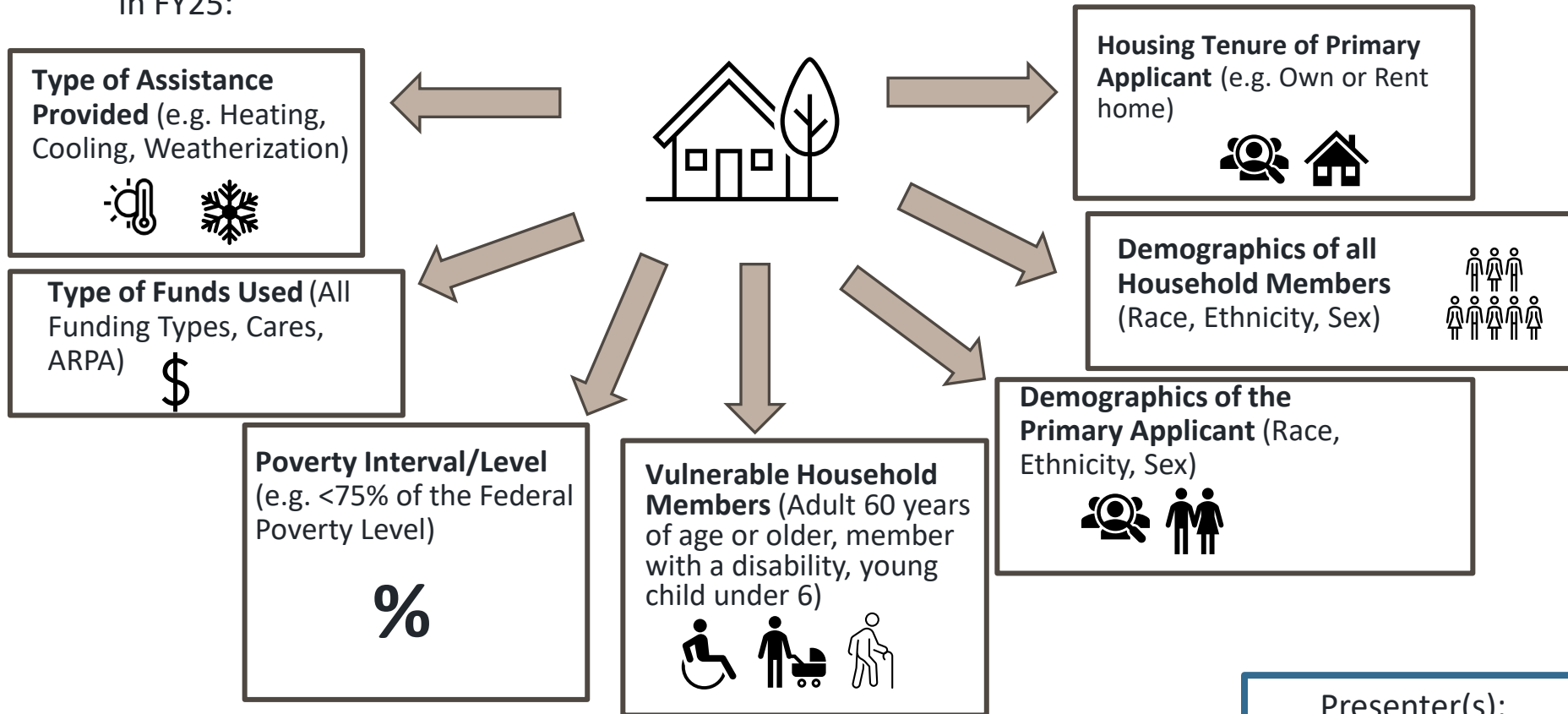ADMINISTRATION FOR
CHILDREN & FAMILIES

Key Points for Reporting
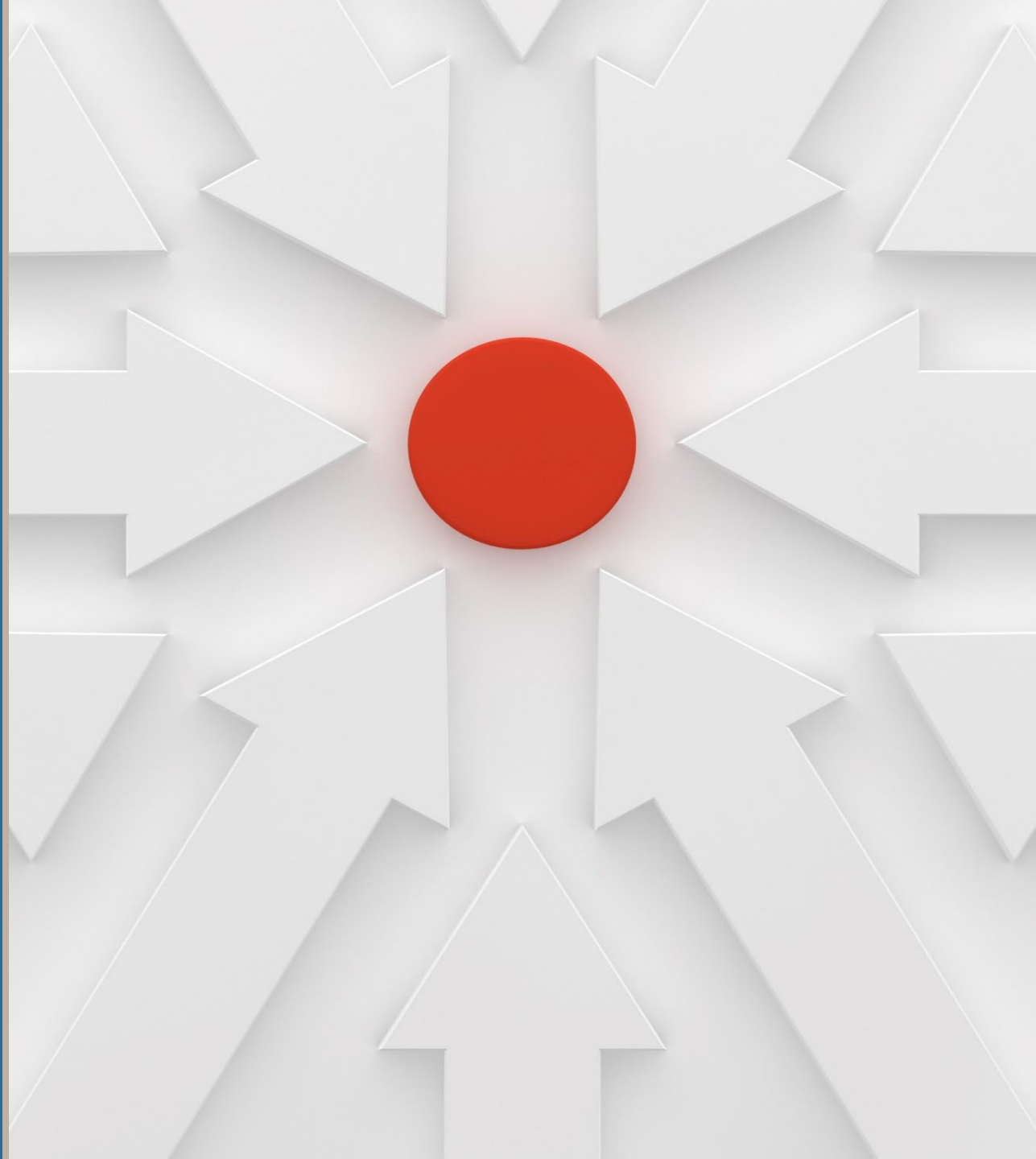
Key Points for Reporting
#1 – *Need Data for Each Household Assisted*

For the Household Report, you must have the following data for each assisted household in FY25:

Type of Assistance Provided (e.g. Heating, Cooling, Weatherization)

Housing Tenure of Primary Applicant (e.g. Own or Rent home)

Type of Funds Used (All Funding Types, Cares, ARPA)

Demographics of all Household Members (Race, Ethnicity, Sex)

Poverty Interval/Level (e.g. <75% of the Federal Poverty Level)

%

Vulnerable Household Members (Adult 60 years of age or older, member with a disability, young child under 6)

Demographics of the Primary Applicant (Race, Ethnicity, Sex)

Presenter(s): Melissa Torgerson

15

ADMINISTRATION FOR CHILDREN & FAMILIES

Key Points for Reporting
#2 – *Report Counts of Assisted Households*

- For the Household Report, <u>you must report how many households received assistance.</u>

- If your program issues supplemental benefits or can give the same household multiple heating benefits, remember to *not* report the total benefits issued. Instead, you need to use your household indicator or ID to count up the total unique households.

- <u>Example:</u>
  - You provided 10,000 different households with heating assistance in the early winter.
  - Later, you had funds remaining and you issued a supplemental heating benefit of $100 dollars to the same 10,000 households. That means you issued or paid 20,000 heating benefits but served 10,000 households.
  - In the Household Report, you would report 10,000 households on the Heating Assistance line.

16

Presenter(s):
Melissa Torgerson

Key Points for Reporting
#3 - *Report Counts of Assisted Households –*
Across Assistance Types

- The Household Report requires grant recipients to report an **<u>unduplicated</u>** count across different categories of assistance.

- **Bill Payment Assistance** = Report the count of households that received at least one benefit used to pay a share of the household's energy bills and utility deposits. <u>This does not include assistance for only weatherization, equipment assistance, or nominal SNAP assistance.</u>

- **Any Type of Assistance** = Report the total count of households that received any LIHEAP assistance, <u>including bill payment assistance, weatherization, or equipment assistance.</u> Exclude nominal SNAP assistance.

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Key Points for Reporting
#3 - *Report Counts of Assisted Households – Across Assistance Types*

Example:

HEATING	🔵 Household 1 🟢 Household 2 🔴 Household 3 🔵 Household 1 (2ⁿᵈ Heating Benefit)	🔵 🟢 🔴 = 3 households
COOLING	🔵 Household 1 🔴 Household 3	🔵 🔴 = 2 households
WX	🟡 Household 4 🔴 Household 3	🟡 🔴 = 2 households
ANY TYPE OF ASSISTANCE		🔵 🟢 🔴 🟡 = 4 households
BILL PAYMENT ASSISTANCE		🔵 🟢 🔴 = 3 households

Presenter(s):
Melissa Torgerson

18

Key Points for Reporting
#4 - *Report Counts of Assisted Households – Across Vulnerable Status*

- A household with multiple members with the same vulnerability type should only be counted once under each column.

- In Section III, Column D, you report the count of households with **at least one vulnerable member.**

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. Heating (CARES Act funding only)				
3. Heating (American Rescue Plan Act funding)				
4. Heating (Reserved for other supplemental funding)				

- **You should <u>NOT</u> add across the Elderly + Disabled + Young Child columns, because households can have more than one type of vulnerability.** This count should be less than the sum of elderly, disabled, and young child households in each row/type of assistance.

19

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Key Points for Reporting
#4 - *Report Counts of Assisted Households – Across Vulnerable Status*

➢Example:

➢Household A has an older member age 60+ and a member with a disability

➢Household B has a member with a disability and a young child under age 6

➢Household C has an older member age 60+

➢Household D has no vulnerable members

Household Scenarios	Older member Age 60+	Member with Disability	Young Child Under Age 6	Any Type of Vulnerability
Household A	Yes	Yes	No	Yes
Household B	No	Yes	Yes	Yes
Household C	Yes	No	No	Yes
Household D	No	No	No	No
Total Households to Report	2	2	1	3

20

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Key Points for Reporting
#5 – *Optional Young Child Data*

- Section IV is the only section that remains **OPTIONAL.**

- This section asks for the count of households with young children in different age groups.

- Reporting Example: A household with a 1-year-old and a 4-year-old would be counted in both columns.

IV. Number of Assisted Households by Young Child Age Category (Optional)	A. Age 2 years or under	B. Age 3 years through 5 years
Type of LIHEAP Assistance		
Heating	1	1

Presenter(s): Melissa Torgerson

ADMINISTRATION FOR CHILDREN & FAMILIES

Steps to Take to Submit the Report

Steps to Take to Submit the Report
#1: Getting Data Extracts/Working with IT

- To complete the report, staff need household data from FY25. That data may come from one system, or it can come from several systems or sources.

- Staff and/or IT Contractors need to understand the report requirements and should be informed of the report changes for FY25's report.

Example Schedule:

Task	Date
Submit Available Preliminary Household Report Data	October 15
Receive file from Weatherization Dept. on households assisted with LIHEAP Weatherization	November 15
Generate Draft Report	November 24
Review Report and send questions to IT	November 30
Review Updated Report	December 8
Enter report in OLDC and validate/review warnings	December 15-30
Add notes as needed and submit in OLDC	December 31

23

Presenter(s):
Dan Bausch

ADMINISTRATION FOR
CHILDREN & FAMILIES

Steps to Take to Submit the Report
#2: Collecting & Matching Data from Program Partners

- Some grant recipients may not directly capture information for Crisis or Weatherization Assistance in the primary LIHEAP data tracking system. **In this situation, you need to obtain <u>household-level data</u> from grant subrecipients or program partners who record this information.**

  - *Examples:*
    - *Your Weatherization Department administers your LIHEAP Weatherization component.*
    - *A grant subrecipient administers an emergency equipment program.*

- Households that received Crisis/Weatherization Assistance need to be matched to households that received other types of LIHEAP assistance to confirm an accurate "Any Type" count.

- **Please contact APPRISE if you need assistance with this.**

Presenter(s):
Dan Bausch

Steps to Take to Submit the Report
#3: Confirming Access to OLDC

- The OLDC system requires credentials to access and submit reports.

- You were expected to confirm access to OLDC and locate and submit an estimated version of the report. Your OCS Program Specialist can assist you with obtaining OLDC access or contacting the OLDC Help Desk to resolve any issues.

- The report will be found in this location:
  - Program Name: Low Income Home Energy Assistance
  - Grantee Name: *State Abbreviation [Code] (Reporting Years) Name of Department – No. 01*
  - Report Name: Household Report – Long Form (ACF - 121)
  - Reporting Period: 10/01/2024 – 09/30/2025

Presenter(s):
Dan Bausch

Steps to Take to Submit the Report
#4: Review APPRISE Emails from FY24 Review

- APPRISE reviews the reports each year and sends questions about any items identified as potential reporting issues or items for clarification.

- We recommend you review any emails regarding the FY24 Household Report to make sure the items are addressed in the FY25 report submission.

- APPRISE can assist you with addressing issues or confirming issues found in FY24.

26

Presenter(s):
Dan Bausch

Reporting Guidance for Demographic Items

Reporting Guidance for Demographic Items
Overview

- Beginning in FY23, the Household Report included sections to report **demographic information** on race/ethnicity, gender (now Sex), and housing tenure type. These are reported in <u>Sections V to IX</u> of the report.

- These have been added by HHS to help better understand the composition of households assisted by LIHEAP.

- In FY24, all sections became <u>required</u>. <u>Starting in FY25</u>, the demographic sections VII and IX would no longer collect data based on gender. They would instead collect data based on biological sex.

- Recognizing the diversity in demographic categories and approaches grant recipients may use, the demographic items include an "Other" category and/or an "Unknown/not reported" category to assist you.

Presenter(s):
Dan Bausch

ADMINISTRATION FOR
CHILDREN & FAMILIES

Reporting Guidance for Demographic Items
Own / Rent (*Tenure)*

V. Number of Assisted Households Owner/Renter Status

- Report whether the household owns, rents, or has a special living arrangement.

- In general, this information is self-reported on the application by the primary applicant. If you vary benefits based on tenure, the benefit amount can also help in coding this.

- Report each household only once. We recommend using the earliest record if a household had a change in status during the year.

- If a household's heating and/or electricity bill are included in the rent, you should count the household under line 3 "Rent with utilities in rental fee."

V. Number of Assisted Households Owner/Renter Status	
A. Owner/Renter Status	Total Number of Households
1. Own	
2. Rent with utilities billed separately	
3. Rent with utilities in rental fee	
4. Other	
5. Unknown/not reported	
6. TOTAL	0

Presenter(s):
Dan Bausch

ADMINISTRATION FOR CHILDREN & FAMILIES

Reporting Guidance for Demographic Items
Ethnicity of Primary Applicant

VI. Number of Assisted Household Applicants by Race and Ethnicity - <u>Section A. Ethnicity</u>

- Report the self-reported ethnicity of the primary applicant.

- Each household should only be recorded once.

- If the information was not self-reported by the applicant, include the household under "Unknown/Not Reported".

VI. Number of Assisted Household Applicants by Race and Ethnicity	
A. Ethnicity	Total Number of Households
1. Hispanic, Latino, or Spanish Origins	
2. Not Hispanic, Latino, or Spanish Origins	
3. Unknown/not reported	
4. TOTAL	0

Presenter(s):
Dan Bausch

ADMINISTRATION FOR
CHILDREN & FAMILIES

Reporting Guidance for Demographic Items
Race of Primary Applicant

VI. Number of Assisted Household Applicants by Race and Ethnicity - <u>Section B. Race</u>

- Report the self-reported race of the primary applicant. Each household should only be recorded once.

- If an applicant selected more than one applicable category, count the household under Category 6 (Multi-race).

- If the information was not self-reported by the applicant, include the household under "Unknown/Not Reported".

B. Race	Total Number of Households
1. American Indian or Alaska Native	
2. Asian	
3. Black or African American	
4. Native Hawaiian or Other Pacific Islander	
5. White	
6. Multi-race (two or more of the above)	
7. Other	
8. Unknown/not reported	
9. TOTAL	0

Presenter(s):
Dan Bausch

ADMINISTRATION FOR
CHILDREN & FAMILIES

Reporting Guidance for Demographic Items
Sex of Primary Applicant

VII. Number of Assisted Household Applicants by Sex

- As of this year you should report the biological sex of the primary applicant

- Each household should only be recorded once.

- If the information was not self-reported by the applicant, include the household under "Not Reported".

VII. Number of Assisted Household Applicants by Sex	Total Number of Households
1. Male	
2. Female	
3. Not reported	
4. TOTAL	

Presenter(s):
Dan Bausch

ADMINISTRATION FOR
CHILDREN & FAMILIES

Reporting Guidance for Demographic Items
Race and Ethnicity for All Household Members

VIII. Number of Assisted Household Members by Race and Ethnicity

• Report the self-reported race and ethnicity of each household member.

• The "Total" row should represent the total number of household members across all assisted households.

VIII. Number of Assisted Household Members by Race and Ethnicity	
A. Ethnicity	**Total Number of Household Members**
1. Hispanic, Latino, or Spanish Origins	
2. Not Hispanic, Latino, or Spanish Origins	
3. Unknown/not reported	
4. TOTAL	0
B. Race	**Total Number of Household Members**
1. American Indian or Alaska Native	
2. Asian	
3. Black or African American	
4. Native Hawaiian or Other Pacific Islander	
5. White	
6. Multi-race (two or more of the above)	
7. Other	
8. Unknown/not reported	
9. TOTAL	0

Presenter(s):
Dan Bausch

ADMINISTRATION FOR
CHILDREN & FAMILIES

Reporting Guidance for Demographic Items
Sex for All Household Members

IX. Assisted Household Members by Sex

- Report the biological sex of each household member.

- The "Total" row should represent the total number of household members across all assisted households.

IX. Assisted Household Members by Sex	Total Number of Household Members
1. Male	
2. Female	
3. Not reported	
4. TOTAL	

34

Presenter(s):
Dan Bausch

ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Reminders

Final Reminders
Due Dates and Final Data

- **The final Household Report is due in OLDC on <u>December 31, 2025</u>.**

- The final Household Report must contain <u>non-estimated data</u> from grant recipient tracking systems and program records.

- If you need technical assistance in completing the report, please contact your program specialist and APPRISE as soon as possible (do not wait until the report is due).

36

Presenter(s):
Melissa Torgerson

Final Reminders
Household Report Long Form Change

<u>Good news</u>:

- There are <u>no major changes</u> to the report lines or layout.

<u>There is one minor change from last year</u>:

- The demographic sections VII and IX should no longer have data based on gender but instead have data based on biological sex.

37

Presenter(s):
Melissa Torgerson

Final Reminders
OLDC Resources

- To complete this reporting requirement, you need to **submit** your form in the OLDC System.

- OLDC is accessed through GrantSolutions.

- 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 GrantSolutions Help Desk:

  - (866) 577-0771

  - help@grantsolutions.gov

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Reminders
Submission Process

- In OLDC, the individuals who have permission to certify and submit may vary based on how you initially set up your account, but the user with the role **"Grant Administrator"** may perform all actions by default.

- To submit the form, first enter and save your report. When ready, **validate** it. Once the form is valid and correct, **certify and submit**.

Save ➡ Validate ➡ Certify ➡ Submit

Presenter(s):
Melissa Torgerson

Final Reminders
OLDC Warning & Error Messages

• Several validation checks are programmed into OLDC, and a warning or error message will appear if a check fails.

- Warning Messages indicate data that may be correct but require confirmation and additional explanation in the "Notes" section of the form.

- Fatal Error Messages indicate inconsistent data that must be corrected before Grant Recipients are able to submit their Household Report in OLDC.

• **If either a warning or error message appears and you are unable to resolve it, contact APPRISE for assistance.**

• **Some outdated validation checks have been triggered in the past, and if an incorrect check appears for you, please notify APPRISE so that it may be resolved.**

40

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Reminders
Updating & Revising the Report

- After you submit your report…

  - APPRISE will e-mail grant recipients to alert them to any issues or questions based on a review of the submitted Household Report

  - Grant recipients should provide a response and make any corrections to the report.

  - When the report is confirmed to be complete, your liaison will accept it in OLDC.

- If you later identify a correction or change is needed, you will need to submit a revision in OLDC.

Presenter(s):
Melissa Torgerson

Final Reminders
Household Report Resources

- **FY25 Household Report AT & Instructions**

  - https://acf.gov/ocs/policy-guidance/liheap-household-report-long-form-and-short-form-federal-fiscal-year-ffy-2025

- **Latest HHS Poverty Guidelines and State Median Income Estimates to use for Poverty Intervals:**

  - https://acf.gov/ocs/policy-guidance/liheap-im2025-02-federal-poverty-guidelines-and-state-median-income-estimates

- **"Check Before You Submit" Document:**

  - https://liheappm.acf.hhs.gov/sites/default/files/private/reports/Household-Report-Check-Before-You-Submit.pdf

- **Required Reports Support on the LIHEAP PMW :**

  - https://liheappm.acf.hhs.gov/required-reports/

Presenter(s):
Melissa Torgerson

Final Reminders
Upcoming Training Webinars

- **Completing the Carryover and Reallotment Report**

  - *December 11th, 2:00pm ET – 3:00pm ET*

  - https://attendee.gotowebinar.com/register/1525990649411604316

- **Completing the Performance Data Form, Module 1**

  - *December 18th, 2:00pm ET – 3:00pm ET*

  - https://attendee.gotowebinar.com/register/3794113812722928223

- **Completing the Performance Data Form, Module 2**

  - *January 6th, 2:00pm ET – 3:00pm ET*

- **Completing the FY26 Quarterly Report**

  - *January 13th, 2:00pm ET – 3:00pm ET*

43

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Reminders
Reminder to Begin Vendor Outreach for Performance Data Forms

- Because the FY25 Performance Measures is due in January, **each state should be requesting and collecting energy expenditure data from top vendors now**.

- OCS expects each state to target collecting data from the…
  - Top five electric companies (include cases **with and without** electric main heat)
  - Top five natural gas companies
  - Top ten propane vendors
  - Top ten fuel oil vendors

- **We recommend targeting the vendors with the most clients and *requesting data by November* to have time for data review and preparing the report.**

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Reminders
Support Resources

- LIHEAP Map State and Territory Contact Listing

  - https://www.acf.hhs.gov/ocs/map/liheap-map-state-and-territory-contact-listing

- LIHEAP Map Tribal Contact Listing

  - https://www.acf.hhs.gov/ocs/map/liheap-map-tribal-contact-listing

- APPRISE Team

  - Daniel Bausch, Daniel-Bausch@appriseinc.org; 609-252-9050

  - Melissa Torgerson, melissa@verveassociates.net; 503-706-2647

  - Nicolas Mititelu, nicolas-mititelu@appriseinc.org; 646-854-4982

  - Rohil Navani, Rohil-Navani@appriseinc.org; 609-252-9033

  - Luke Gooding, Luke-Gooding@appriseinc.org; 609-454-3777

  - Jason Casado, Jason-Casado@appriseinc.org; 609-252-9052

Presenter(s):
Melissa Torgerson

ADMINISTRATION FOR
CHILDREN & FAMILIES

Audience Poll Question #2

How helpful was this webinar in understanding what is needed to complete the FY25 Household Report – Long Form?

Please select one:

➢ **Not at all helpful**
➢ **Not too helpful**
➢ **Somewhat helpful**
➢ **Very helpful**

Presenter(s):
Melissa Torgerson

GoToWebinar Question Box

Have a question?

- You are encouraged to ask questions as you have them by typing them into the GoToWebinar "Question" box.

- Submitted questions will be reviewed and responded to at the end of the webinar or via an e-mail from APPRISE.

47
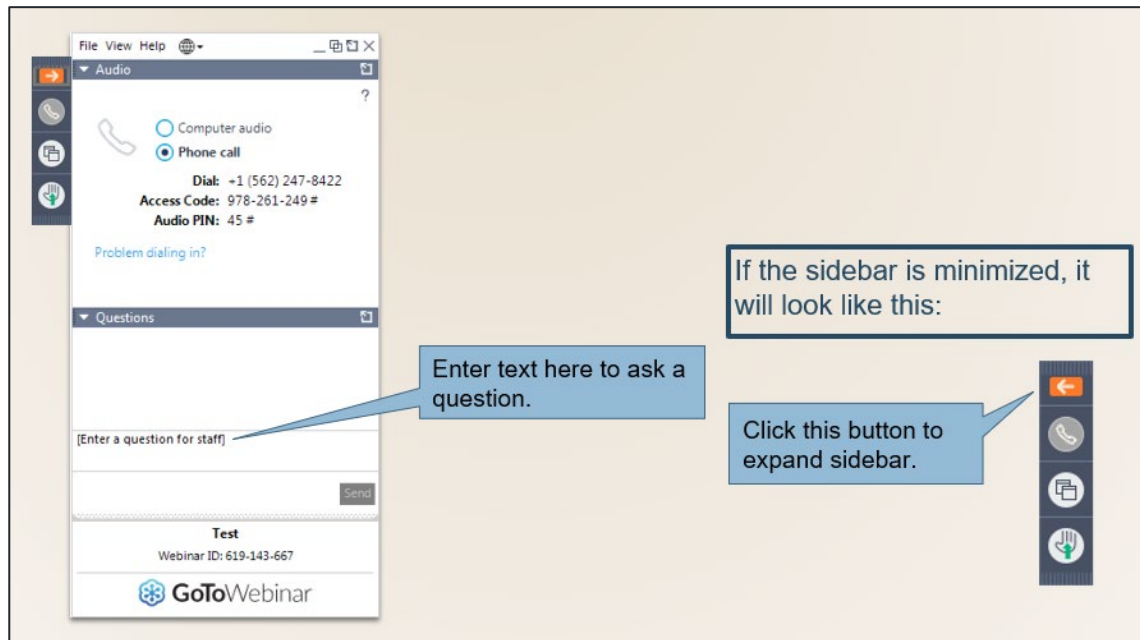
Presenter(s):
Melissa Torgerson

Extra Slides on Using OLDC

Submitting the Report
Accessing OLDC

- OLDC is accessed through Grant Solutions, accessed at https://www.grantsolutions.gov/gs
  - Once logged in, click "OLDC" in the top taskbar to access the OLDC homepage.
  - Click "Report Form Entry"
  - Select, "Low Income Home Energy Assistance" as the program, your state/agency as the grant recipient, and "Household Report" as the report.
  - Click the plus sign icon under the **10/01/2024 - 09/30/2025** to access the report.

Reporting Period ⬍	Type ⬍	Report Status ⬍	Actions ⬍
10/01/2024 - 09/30/2025	Annual		➕ ⧉
10/01/2023 - 09/30/2024	Annual		➕ ⧉
10/01/2022 - 09/30/2023	Annual		➕ ⧉

49

Presenter(s):
Dan Bausch

ADMINISTRATION FOR
CHILDREN & FAMILIES

Submitting Your Final Report

- If the preliminary form status is "Submitted" (not yet accepted by your liaison):
  - In the Report Status page screen, click "Unsubmit Report".

Report Form Status				
Report Submissions:	**Report Status:**	**Status Date:**	**Report Action:**	**Print:**
View Original	Submitted	08/26/2025	Unsubmit Report Review	HTML Print Form Go

  - Then you will have to click "View Original" to go into your report and click "Uncertify". At that point, the fields in your report will become editable again. The system will not keep a copy of your old report.

- If the preliminary form status is "Submission Accepted by CO" (i.e. accepted by your liaison):
  - In the Form Selection Page, click the icon that resembles a blank sheet of paper:

Reporting Period ⬍	Type ⬍	Report Status ⬍	Actions ⬍
10/01/2024 - 09/30/2025	Annual		✚
10/01/2023 - 09/30/2024	Annual	Submission Accepted by CO	📄 📊 🖨 👁
10/01/2022 - 09/30/2023	Annual	Submission Accepted by CO (Revision #1)	📄 📊 🖨 👁

  - This will create a new, editable version of your report. A copy of the old one will be kept in the system.

50

Presenter(s):
Dan Bausch

ADMINISTRATION FOR
CHILDREN & FAMILIES