



Governor Kim Reynolds
Lt. Governor Adam Gregg
San Wong, Director

Iowa LIHEAP Program Notice 20-02

To: Executive Directors and LIHEAP Coordinators
From: Christine Taylor, Energy Assistance Bureau Chief
Date: September 26, 2019
Re: Changes to Iowa LIHEAP Policy and Procedures Manual

Effective Date: October 1, 2019

Iowa LIHEAP Policy and Procedures Manual

A few inconsistencies or forgotten information was made in the *Iowa LIHEAP Policy and Procedures Manual*.

- Section 6.10 Eligibility Period to Qualify for Energy Assistance
 - Revised 3rd paragraph, last sentence to: For example, a LIHEAP customer who applies in FY20 may present their 2018 Federal tax return through April 15, 2020. After April 15, 2020 the 2019 Federal tax return must be presented.
- Section 7.30 Exceptions to the Social Security Number/I-94 Documentation Rule
 - Last sentence of next to last paragraph revised to: A copy of the birth certificate, hospital discharge paperwork, hospital wrist band with child's name and date of birth, or crib card should be included in the LIHEAP application file.
- Appendix C – LIHEAP Income Source Guide
 - CRP
 - Added to Documentation column: *Pro-rate for the verification period selected.
 - Earned Income
 - Revised 1st sentence of 3rd paragraph under Documentation column to: ** For households using pay stubs, you may use the gross amount (gross amount before any pre-tax deductions) on the stub. Pre-tax retirement investments may be deducted from gross income if taxable gross is shown.
 - General Relief/Assistance
 - Added to Documentation column: Documentation from General Relief/Assistance is preferred but self-declaration is acceptable.
 - Housing Allowance
 - Revised 1st paragraph under Definition to: Individuals such as ministers receive an amount of money in compensation for basic living expenses for employment situations. Housing allowance amounts are not taxable on your income but are subject to taxation under self-employment laws.

- Earned Income by 18-Year Olds and Under
 - Added to Definition column: Income of individuals 18 and under, who are not in school but work full-time is NOT included as income, unless the individual is emancipated or applying as head of household.
- Social Security

Revised 1st paragraph under Definition to: Official documentation such as an award letter, benefit verification letter or annual letter from Social Security Administration (SSA). Count the net amount as income (gross minus Medicare costs). As a last resort a bank statement (assume the amount shown is net), check copy or SNAP documents may be used.