



General Information Memorandum

ISD-GI - 14-50

TO: ISD Employees

FROM: *MM* Marilyn Martinez, Acting Director, Income Support Division

RE: LIHEAP Federal Fiscal Year (FFY) 2014 Year End and New (FFY) 2015

DATE: 09/16/2014

This GI is being issued to provide instructions on how to process LIHEAP applications for end of year 2014 and the new 2015 LIHEAP season. All LIHEAP applications must be reviewed to determine if a benefit for the current heating season has been issued, if a benefit has not been issued for FFY 2013-2014 heating season process the LIHEAP application no later than 9/30/14. If the applicant has already received a benefit please follow the below instructions for Fiscal Year 2014-2015 applications.

Fiscal Year 2013-2014 Applications

Applications for FFY 2014 must be processed by September 30, 2014. Ensure all applications are reviewed and any outstanding verifications have been requested. Dispose of all FFY 2014 applications as soon as possible in order to meet this deadline.

To locate pending LIHEAP applications, please use the left navigation to review – Inquiry > Case > Case Load Search > Select Edge > Select Pending - and filter by program.

LIHEAP applications can be disposed by selecting only that program on the certification page.

Fiscal Year 2014-2015 Applications

Register all LIHEAP applications (follow Demystifying App Reg instructions for guidance on associating cases and case mode) for FFY 2015 which are received in September 2014. It is imperative that all applications are taken into data collection. Data collection may be completed and HUMADs can be issued.

It is important to note when running EDBC there may instances in which the LIHEAP will show as “denied” for case status, if benefits for 2014 have been received. Do not certify any EDBC results for the LIHEAP EDG. If there are other categories being requested only those should be

disposed. Make sure that LIHEAP is NOT selected on the certification page prior to disposing all other EDGs associated with this application.

All LIHEAP applications registered in September (for FFY 15) will be automatically updated in the ASPEN with an October 1st date of application, at that time staff will need to re-run EDBC prior to certifying.

If you have any questions please call JoAnn Lapington by phone at (505) 827-7258 or email at JoAnn.Lapington@state.nm.us.

RESCINDED