
GENERAL INFORMATION MEMORANDUM

ISD- GI 13-38

To: ISD Employees

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

Re: LIHEAP Federal Fiscal Year (FFY) 2013 Year End and FFY 2014
Early Application Period

Date: August 19, 2013

FFY 2013 LIHEAP Closeout Important Dates: Applies to HLEA and ASPEN)

08/30/2013 LIHEAP FFY 2013 application period ends

09/11/2013 Last Day to receive verification from applicant on the pending applications

09/12/2013 Last day to approve or deny FFY 2013 applications in HLEA and ASPEN (after this date in only capability in HLEA)

Closeout LIHEAP FFY 2013

Each year the LIHEAP computer system, HLEA, is refreshed to remove last year's issuance data and to allow applications to be entered for the new fiscal year. FFY 2014 applications cannot be entered in HLEA until it is refreshed. LIHEAP Central Office staff will complete testing in HLEA to ensure benefit integrity. After the testing is complete, the field office will be notified when FFY 2014 applications may be entered into HLEA.

The ASPEN pilot office is to follow the same closeout schedule.

The FFY2013 application period ends on **Friday, August 30, 2013**. Applications for benefits for FFY 2013 cannot be processed after that date. Applicants who apply on or before August 30, 2013 must provide all required documentation by **September 11, 2013**. Whenever possible, please assist the applicant in obtaining any missing documentation. If the necessary documentation to determine LIHEAP eligibility is not received by **September 11, 2013** the application must be denied. **All applications received for FFY 2013 must be approved or denied in HLEA and ASPEN by the close of business on September 12, 2013.** After that date, please contact Central Office if unprocessed applications for FFY 2013 are identified. The final report to vendors will be sent on September 13, 2013.

Any LIHEAP applications received between September 1 and September 30, 2013, should not be processed prior to October 1, 2013.

LIHEAP FFY 2014 begins October 1, 2013.

Make sure to process early applications as soon as the HLEA system becomes available in October. If the applicant has a crisis situation prior to October, contact the utility vendor to alert them of potential benefits being issued to clients in October.

A point value of \$16 is proposed for FFY 2014.

If you have any questions or comments feel free to contact JoAnn Lapington by phone at (505) 827-7258; or by fax at (505) 827-7259 or by email at JoAnn.Lapington@state.nm.us.

RESCINDED