**Operations Memorandum -  LIHEAP  
OPS-13-04-03**

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|  | **March 22, 2013** |
| **SUBJECT:** | **Extension of the Low-Income Home Energy Assistance Program (LIHEAP)** |
| **TO:** | **Executive Directors** |
| **FROM:** | **Richard Wallace, Acting Director, Bureau of Operations** |

**Purpose**

To inform County Assistance Offices (CAOs) that applications for the LIHEAP cash and crisis components will continue to be accepted through the close of business on April 26, 2013.

**Background/Discussion**

The Department of Public Welfare announced that Pennsylvania’s LIHEAP Program will be extended for four weeks, giving eligible households extra time to seek help paying their winter heating bills.

The application period, originally set to end March 29, 2013, will now close   
April 26, 2013.

**Procedure**

CAOs will continue to accept applications for the LIHEAP cash and crisis components through close of business on April 26, 2013. Applications postmarked on April 26, 2013 will be accepted.

Clients will be able to apply for LIHEAP cash benefits through COMPASS until midnight on April 26, 2013.

At the close of business on April 26, 2013, CAO staff should check the drop box to retrieve all LIHEAP applications submitted that day. Any LIHEAP application that is received in the drop box after the close of business on April 26, 2013 will be rejected.

**Next Steps**

1. Inform appropriate staff members of the change outlined in this memorandum.
2. Direct all questions to your area manager.