

DATE: March 29, 2017

OPERATIONS MEMORANDUM#17-03-03

SUBJECT: Extension of the 2016-17 Low-Income Home Energy Assistance Program (LIHEAP)

TO: Executive Directors
LIHEAP Coordinators

FROM: Inez Titus
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 7, 2017.

BACKGROUND/DISCUSSION

On March 22, 2017, the Department of Human Services announced that Pennsylvania's LIHEAP Program will be extended for one week, giving eligible households extra time to seek help paying their winter heating bills.

The application period, originally set to end March 31, 2017, will now close April 7, 2017.

PROCEDURE

CAOs will continue to accept applications for the LIHEAP cash and crisis components through close of business on April 7, 2017. Applications postmarked on April 7, 2017 will be accepted.

Clients will be able to apply for LIHEAP cash benefits through COMPASS until midnight on April 7, 2017.

At the close of business on April 7, 2017, 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 7, 2017 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.