**DATE: April 5, 2018**

**OPERATIONS MEMORANDUM# 18-04-01**

**SUBJECT:** Extension of the 2017-18 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 April 13, 2018.

**BACKGROUND/DISCUSSION**

On March 30, 2018, the Department of Human Services announced that Pennsylvania’s 2017-2018 LIHEAP season 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 April 06, 2018, will now close Friday,
April 13, 2018.

**PROCEDURE**

CAOs will continue to accept paper applications for the LIHEAP Cash and Crisis components through close of business on April 13, 2018. Applications postmarked on April 13, 2018, will be accepted.

Clients will be able to apply for LIHEAP benefits through COMPASS until midnight on April 13, 2018.

At the close of business on April 13, 2018, 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 13, 2018, will be rejected.

Executive Directors

LIHEAP Coordinators -2-

**NEXT STEPS**

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