**Policy Clarifications**

**LIHEAP – All**

**PLA-19306-604**

**Submitted: 3/18/2019 Agency: CAOs**

**Subject: MG 99 Individuals on LIHEAP Records**

**Question:**

We received a LIHEAP application for a household that has an open MG 99 budget. The heating bill is in the name of the incarcerated individual. Should the individual be included in the LIHEAP household? Can the incarcerated individual be the LIHEAP payment name?

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| **Response By:** LIHEAP Policy **Date: 3/18/2019** |  |

The system will automatically exclude the MG 99 individual from the LIHEAP budget.

If the application is for a single person household and the individual is incarcerated the application should be rejected.

When there is more than one person in the household, the incarcerated individual should be excluded from the LIHEAP budget and, as with anyone living outside the house, they should not be selected as the LIHEAP payment name.

For households in which the heating bill is in the incarcerated member’s name, the CAO should encourage the household to have the bill placed in another household member’s name or add another household member’s name to the existing account. This will allow the LIHEAP grant to be sent to the vendor. If the household is unable or unwilling to change the name on the account, the LIHEAP payment should be issued as a direct pay due to the bill being in a non-household member’s name. CAO staff should advise the household that direct payments for LIHEAP Crisis are issued as reimbursement after proof of payment is provided.

In no case should the MG 99 recipient be selected as the LIHEAP Payment Name on the Program Request Questions screen.