



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
Policy Analysis & Program Implementation Unit
Work Programs Section

BWSP OPERATIONS MEMO

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Non W-2 W-2 CC

PRIORITY: Medium

SUBJECT: **FOOD STAMP PROGRAM – VERIFICATION OF LOW INCOME HOME ENERGY ASSISTANCE (LIHEAP)**

CROSS REFERENCE: Food Stamp Handbook Appendices 16.8.1, 16.8.4.

EFFECTIVE DATE: Immediately

PURPOSE

This memo informs Food Stamp (FS) eligibility workers of 2 methods to verify receipt of LIHEAP (pronounced “lie-heap”) and to explain how LIHEAP can be used to allow the Standard Utility Allowance (SUA) for FS. LIHEAP used to be called LIEAP (pronounced “lee-app”).

LIHEAP

LIHEAP is a federally funded, state administered program that provides low income households with energy assistance. The Energy Services Bureau oversees the program. Services are provided by county social service offices, tribal governments, and private non-profit organizations.

LIHEAP AND FOOD STAMPS

FS recipients may claim the SUA if they have received LIHEAP in the same or previous heating season, as long as they live at the same address for which the LIHEAP was intended. The SUA generally allows for a higher deduction for FS recipients and is easier than verifying utility bills monthly.

Also, FS groups whose fuel or utility expenses are included in the rent may receive the SUA if they have received LIHEAP in the current or previous heating season, as long as they live at the same address for which the LIHEAP was intended.

VERIFICATION OF LIHEAP

LIHEAP can be verified easily by these 2 methods:

1. CARES screen DXLI (LIHEAP Query Screen)

Screen DXLI contains information on individuals who have received LIHEAP in the past. To verify if an individual received LIHEAP, tran to DXLI with the individual's social security number as the parm. The screen will list the individual's name, SSN, gender, DOB, and LIHEAP payment date. The screen doesn't show the address for which LIHEAP was received, so match the date with the current lease.

2) The World Wide Web

The address is: <http://www.heat.state.wi.us>

You need an access ID to query information. Contact your agency's security officer for the Energy Services Computer Access Request form DOA9622. Fill this out and send it to the address on the form. You will receive a logon ID and password later. If you do not know your security officer, you may call (608)267-3680 to receive the form, but please only call as a last resort. One benefit of the web page is that the address for which LIHEAP was issued is included on the page.

The information from either source is acceptable as verification of LIHEAP. Other sources such as written verification or a phone call to the local LIHEAP office are also acceptable.

If LIHEAP is currently received for the household or was received for the last heating season for the household, enter a Y on CARES screen AFTQ for the question "Does anyone in the household currently receive a LIEAP (sic) payment?" This will automatically give the recipient the SUA.

