

October 16, 2023

Iowa LIHEAP Program Notice 24-01

To: Executive Directors and LIHEAP Coordinators

From: William Marquess, LIHEAP Program Manager

Date: September 01, 2023

Re: Changes to Iowa LIHEAP Policy and Procedures Manual

Effective Date: October 1, 2023

Iowa LIHEAP FY24 Policy and Procedures Manual

Listed below are notable changes to the *Iowa LIHEAP Policy and Procedures Manual* for the FY24 program year.

- **6.10 Eligibility Period to Qualify for Assistance**

- Correct that when using A 1099 SSA form for income verification the number in box 5 should be used as this amount corresponds to **box 6a** on a 1040.

- **Correction listed below**

Households selecting the annual qualification period may use their most recent filed Federal tax return (state tax return does not provide sufficient documentation of all earned income) from the current filing year or the previous filing year (depending on when they apply for assistance) or W-2 statement. A 1040X is an amendment and does not include sufficient information needed to calculate income, therefore it can only be used in conjunction with the 1040. A 1099 SSA form is used to represent annual Social Security payments. If using this form for income verification the number in Box 5 should be used as this amount corresponds to **Box 6a** on the 1040

- **15.60 Service Continuity – Energy**

- Clarifies the rule regarding service continuity for non-deliverables stands. Once the household becomes moratorium protected, they are no longer eligible for service continuity. Clarifies that for deliverable fuel customers, service continuity can be used for previous program year costs as well.

- **Appendix C- Income Source Guide** – FY24 Changes to income type that would not be countable.

- Effective 10/01/2023 Adoption Assistance/Subsidized Adoption (Don't count), as it pertains to Foster Care we are only not counting Foster care Paid for By tribal funds.

Income Types	Definition	Considered Income		Proof of Income
		Yes	No	
Adoption Assistance/Subsidized Adoption	Financial assistance granted to an adoptive family to offset the short-and long-term costs of adopting a child with special needs.		X	Official state and/or court documents, or bank statement

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