

Topics in this issue

Policies and Procedures: Alternative Home Ownership Verification; Cost of Living Adjustments (COLA) calculations on Recertification applications; Available Assurance 16 Funds by A16 Funding Category; *A Spark*: You can make Payments; *A Spark*: Refrain from Downloading Payment File – it is slowing down eHEAT

Notices: None

Policies & Procedures

Alternative Home Ownership Verification

Households may be eligible for ERR services when a household member is verified as an owner of their dwelling. Starting in FFY16, EAP requires homeowner documentation to be officially recorded. EAP policy states that a Contract for Deed, Life Estate, and Quit Claim Deed, etc., must be recorded with the county and, when applicable, mobile homes are titled to the owner through Minnesota Driver and Vehicle Services. Having legally filed documents ensures that ERR services are provided only to homeowners, as intended, and protects the homeowner in the event unfiled documents are lost, destroyed or stolen. If the owner of record should die, their relatives may have the legal right to ownership.

EAP Service Providers have identified situations and circumstances where no documentation is available, or the county or state will not record an ownership change until the transaction is paid in full. In addition, the household may not have the following:

- Property tax statement in their name for the dwelling.
- Statement of mortgage or mortgage payments.
- Payment coupon from a lending institution.
- Official county receipt for transfer of title, if waiting for the county to update ownership records.

EAP will allow homeowners in these situations a pathway to ERR services by having the household complete an *Affidavit Declaring Home Ownership* form. The household member must complete, sign and have the form notarized when:

1. The county will not record ownership or the MN Driver and Vehicle Services will not transfer title;
and
2. Adequate documentation to verify proof of ownership does not exist and/or cannot be obtained;
and
3. Service Provider has documented attempts to obtain 1 and 2 above.

Please contact your EAP Program Performance Auditor and eap.mail@state.mn.us if you have questions regarding this alternative method to verify home ownership.

Cost of Living Adjustments (COLA) calculations on Recertification applications

When processing Recertification applications, Service Providers are to use the previously reported income, unless the household has supplied income information, new documentation of income or household size changes. For example, Service Providers should use documented income processed for the FFY15 program year for FFY16 recertification applications. Do not calculate or enter a COLA for recertification applications **unless** new information is made available by the household.

Available Assurance 16 Funds by A16 Funding Category

The following table shows the current A16 funds available to each Service Provider and the amount that can be allocated by funding category. The table below shows the Total Possible A16 Allocation when Proactive ESS is included, the amount allocated so far for Outreach & Responsive ESS, the amount reserved for Proactive ESS (available by submitting your Proactive ESS plan), and the maximum that may be budgeted for Outreach.

Service Providers should use this table to work with their fiscal staff to enter the budgeted amounts for Outreach and Responsive ESS in eHEAT. If you have any questions, please contact the EAP A16 Coordinator at 651-539-1812 or Michael.Schmitz@state.mn.us.

SP ID	SP NAME	Reserved Proactive ESS Amount	Total Outreach/ Responsive ESS	Outreach Max	Total Possible A16 Allocation (includes Proactive)
1	Northwest Community Action	\$12,353	\$37,058	\$24,705	\$49,411
2	Tri-Valley Opportunity Council, Inc.	\$14,058	\$42,174	\$28,116	\$56,232
3	Inter-County Community Council	\$13,114	\$39,343	\$26,228	\$52,457
4	Bi-County Community Action Program, Inc.	\$33,654	\$100,962	\$67,308	\$134,616
5	KOOTASCA Community Action, Inc.	\$30,415	\$91,243	\$60,829	\$121,658
6	Arrowhead Economic Opportunity Agency	\$78,109	\$234,327	\$156,218	\$312,436
7	Lakes and Pines C.A.C. Inc.	\$72,872	\$218,616	\$145,744	\$291,488
10	Mahube-Otwa Community Council, Inc.	\$61,750	\$185,248	\$123,499	\$246,998
12	West Central Minnesota Communities Action, Inc.	\$47,255	\$141,763	\$94,509	\$189,018
13	Tri-County Action Program, Inc.	\$61,449	\$184,345	\$122,897	\$245,794
15	Anoka County Community Action Program	\$41,844	\$125,531	\$83,687	\$167,375
16	Community Action-Ramsey and Washington Co.	\$188,610	\$565,829	\$377,219	\$754,439
18	Scott-Carver-Dakota CAP Agency	\$65,765	\$197,295	\$131,530	\$263,060
19	Heartland Community Action Agency, Inc.	\$25,406	\$76,219	\$50,812	\$101,625
20	Prairie Five Community Action Council, Inc.	\$17,315	\$51,944	\$34,629	\$69,259
21	Western Community Action, Inc.	\$20,670	\$62,010	\$41,340	\$82,680
22	Southwestern MN Opportunity Council, Inc.	\$13,925	\$41,774	\$27,849	\$55,699
24	Minnesota Valley Action Council Inc.	\$58,759	\$176,277	\$117,518	\$235,036
25	Three Rivers Community Action, Inc.	\$47,023	\$141,069	\$94,046	\$188,092
26	Semcac	\$53,279	\$159,837	\$106,558	\$213,116
30	Bois Forte Reservation	\$1,456	\$4,369	\$2,912	\$5,825
31	Fond Du Lac Reservation	\$4,832	\$14,495	\$9,663	\$19,327
33	Leech Lake Band of Ojibwe	\$11,476	\$34,427	\$22,951	\$45,903
39	Red Lake Band of Chippewa Indians, CAP	\$13,994	\$41,983	\$27,988	\$55,977
41	White Earth Reservation Energy Assistance	\$10,295	\$30,883	\$20,589	\$41,178
44	Wright County Community Action, Inc.	\$20,311	\$60,933	\$40,622	\$81,244
52	Clearwater County DHS	\$5,414	\$16,240	\$10,827	\$21,654
53	Lutheran Social Service of MN (Brainerd)	\$27,800	\$83,401	\$55,600	\$111,201
61	Renville County Energy Assistance Program	\$5,063	\$15,190	\$10,126	\$20,253
64	Todd County Social Services	\$12,153	\$36,459	\$24,306	\$48,612
65	Community Action for Suburban Hennepin County	\$202,532	\$607,595	\$405,063	\$810,127
	Total	\$1,272,951	\$3,818,839	\$2,545,895*	\$5,091,790

*Note this amount does not equal half of the amount in the total possible A16 allocation column due to rounding.

The following *A Spark* was sent to EAP Service Providers on Friday, October 30, 2015:



You can make Payments

All Primary Heat payments are now 'Certifiable' and can now be made payable. Crisis Events in eHEAT must have crisis funds obligated manually. You can now complete and pay Crisis benefits.

Thank you,
Commerce EAP Staff

The following *A Spark* was sent to EAP Service Providers on Tuesday, November 3, 2015:



Refrain from Downloading Payment File - it is slowing down eHEAT

Downloading the payment list from the Payment Certification screen is causing eHEAT to slow down. This is a beginning of the year problem. This is also particularly an issue with larger Service Providers. If you need to do this, contact Ken at eheat.doc. Otherwise please try to process without downloading. We are working on clearing the deadlock and this should help performance as long as we avoid these large downloads.

Thank you,
Commerce EAP Staff