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Policies and Procedures

Court appointed guardian’s or conservator’s signature

In addition to a person with *Power of Attorney* (POA), a court appointed guardian or conservator may have rights and powers to sign the Minnesota Energy Programs Application and other documents on behalf of an individual. A guardian or conservator is appointed by the court when an individual is incapable of exercising their own rights and powers. The court appointment of a guardian or conservator:

- Allows people to receive services that they would be unable to access.
- Fulfills data privacy and security requirements.

The court order appointing a guardian or conservator must be dated and signed by the judge. A copy of a court’s “letter of guardianship” or a “letter of conservatorship” or a copy of the court order must be provided to the Service Provider. The letter from the court or court order allows rights, powers and duties for a variety of purposes. One of the following two powers and duties must be indicated/selected for the form to apply to EAP:

- Exercise all of the rights and powers for the household member
- Apply on behalf of the individual for any assistance, services, or benefits available to the Ward through any unit of government

Service Providers should consult with their legal counsel or with Commerce via eap.mail@state.mn.us with any questions. A sample guardian/conservator order document accompanies this edition of *The Energizer*.

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, Inc.	\$11,902	\$35,706	\$23,804	\$47,608
2	Tri-Valley Opportunity Council, Inc.	\$13,628	\$40,886	\$27,257	\$54,514
3	Inter-County Community Council	\$12,153	\$36,461	\$24,307	\$48,614
4	Bi-County Community Action Program, Inc.	\$31,443	\$94,330	\$62,886	\$125,773
5	KOOTASCA Community Action, Inc.	\$30,793	\$92,381	\$61,587	\$123,174
6	Arrowhead Economic Opportunity Agency	\$78,366	\$235,099	\$156,732	\$313,465
7	Lakes and Pines C.A.C. Inc.	\$69,567	\$208,702	\$139,134	\$278,269
10	Mahube-Otwa Community Action Partnership, Inc.	\$58,085	\$174,258	\$116,171	\$232,343
12	West Central Minnesota Communities Action, Inc.	\$44,466	\$133,401	\$88,933	\$177,867
13	Tri-County Action Program, Inc.	\$63,116	\$189,348	\$126,232	\$252,464

SP ID	SP NAME	Reserved Proactive ESS Amount	Total Outreach/Res ponsive ESS	Outreach Max	Total Possible A16 Allocation (includes Proactive)
15	Anoka County Community Action Program	\$42,026	\$126,079	\$84,052	\$168,105
16	Community Action-Ramsey and Washington Co.	\$194,168	\$582,504	\$388,336	\$776,672
18	Scott-Carver-Dakota CAP Agency	\$65,960	\$197,883	\$131,921	\$263,843
20	Prairie Five Community Action Council, Inc.	\$16,441	\$49,326	\$32,883	\$65,767
22	Southwestern MN Opportunity Council, Inc.	\$13,297	\$39,892	\$26,594	\$53,189
24	Minnesota Valley Action Council Inc.	\$59,863	\$179,590	\$119,726	\$239,453
25	Three Rivers Community Action, Inc.	\$46,257	\$138,771	\$92,514	\$185,028
26	Semcac	\$52,373	\$157,122	\$104,747	\$209,495
30	Bois Forte Reservation	\$1,350	\$4,053	\$2,701	\$5,403
31	Fond Du Lac Reservation	\$4,969	\$14,910	\$9,939	\$19,879
33	Leech Lake Band of Ojibwe	\$11,940	\$35,821	\$23,880	\$47,761
39	Red Lake Band of Chippewa Indians, CAP	\$14,457	\$43,371	\$28,914	\$57,828
41	White Earth Reservation Energy Assistance	\$10,379	\$31,138	\$20,758	\$41,517
44	Wright County Community Action, Inc.	\$19,872	\$59,619	\$39,745	\$79,491
52	Clearwater County DHS	\$4,679	\$14,040	\$9,359	\$18,719
53	Lutheran Social Service of MN (Brainerd)	\$27,553	\$82,661	\$55,107	\$110,214
61	Renville County Energy Assistance Program	\$4,759	\$14,279	\$9,519	\$19,038
64	Todd County Health and Human Services	\$11,147	\$33,441	\$22,294	\$44,588
65	Community Action Partnership of Suburban Hennepin	\$208,112	\$624,336	\$416,224	\$832,448
73	United CAP	\$45,553	\$136,659	\$91,106	\$182,212
	Total	\$1,268,685	\$3,806,056	\$2,537,370*	\$5,074,741

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

Notices

Summary of EAP findings & recommendations

Count by category of FFY16 EAP findings & recommendations

The table below shows the categories/types of findings and recommendations during FFY2016.

Category	Findings	Recommendations
Application Processing	11	4
Income Calculation	4	0
Crisis Processing	1	0
ERR	10	13
A16	2	1
Vendor Issues	2	5
Communication Issues	1	3
Program Prep/Organization	1	4
Total	32	30

Recent count of EAP findings & recommendations

Please refer to the table below regarding the number of EAP findings and recommendations over the last four federal fiscal years.

	Federal Fiscal Year			
	2013	2014	2015	2016
Findings	27	26	35	32
Recommendations	58	49	29	30
Total	85	75	64	62

Western CA and Heartland CAA Merge (submitted by Rachel Bagley)

It's official! Western Community Action and Heartland Community Action Agency have merged. Effective October 1, 2016, we became United Community Action Partnership, Inc. We are now one agency serving the following counties: Lincoln, Lyon, Redwood, Cottonwood, Jackson, Kandiyohi, Meeker and McLeod. We will keep all of our office locations but primarily EAP staff is in Marshall and Willmar.

There were no staffing changes; Patricia Elizondo at the Willmar Office: 320-235-0850, PatE@heartlandcaa.org and I (Marshall Office) will be co-managing the program. We are still working on the transition, but I wanted to update you on our contact information, etc. Application transfers should be made to United Community Action Partnership, *not* to Western or Heartland. The Willmar office is taking the bulk of the applications while the Marshall office is serving as the main phone contact.

Application Mailing/Contact Information:

United Community Action Partnership, Inc.
200 Fourth St SW, PO Box 1359
Willmar, MN 56201
Phone (507) 537-1416 or (800) 658-2448
Fax: (320) 441-6399

EAP Coordinator:

Rachel Bagley, 507-537-1416, ext. 2117, rachel.bagley@wcainc.org (we don't have our new email addresses yet.)

Stay tuned. Our website should be up soon!