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## Policies & Procedure

### Clarification on bank statement use for unearned income documentation

Commerce has received multiple questions from Service Providers about requirements for accepting bank statements as documentation of unearned income. As a reminder, the purpose of this documentation is to show:

- The amount of income received.
- Both the source and recipient of the income.
- The timeframe in which the income was received.

Therefore, Service Providers may accept submissions that include only the relevant pages of a multi-page statement. However, these pages must contain the information listed above as well as identifying information (for both the bank and the account holder) needed to verify the statement's authenticity.

Because the FFY25 EAP Policy Manual requires Service Providers to ask households about deposits of \$100 or greater, Service Providers may not accept bank statements that have been redacted or modified in any way.

### Mailing update



The FFY25 EAP Application mailing began yesterday, August 19, with the first batch of about 38,450 recertification applications put into the mail.

### FFY25 EAP Service Provider Admin & A16 Allocation Estimates

For EAP Service Providers to have as much information as possible for planning and budgeting during this upcoming program year, Commerce EAP is releasing estimates of allocations for EAP Administrative and A16

funds based on our guess of how much funding will be awarded to Minnesota and when the funding will be provided. **Please keep in mind these are only estimates, and actual allocation amounts and timing may differ.**

### [FFY25 Allocation Examples CORRECTED](#)

The following information should help you to understand the estimates:

- **Allocation Percentage** – Each year EAP determines an allocation percentage for every EAP Service Provider. This is the percentage of available Admin and A16 funds that will be allocated by Service Provider. The allocation percentage is based on the number of households in the two previous program years served with Primary Heat, Crisis, and ERR, as well as the number of households denied due to being over income, providing insufficient information, or lack of program funds. It represents the percentage of the total statewide EAP workload at each Service Provider.
- **Startup Funding** – Each year Commerce is allowed to carryover up to 10% of the previous year’s regular LIHEAP funds. Total carryover is as much as \$11M, although it is typically less. With this carryover funding, EAP provides Service Providers with startup funding on October 1. Startup funding typically includes \$3M in administrative funds, \$1M for Outreach/Responsive (A16) funds, and \$1M or more for ERR. Only administrative and A16 funds are allocated using the allocation percentages; ERR is a program fund is available as Service Provider obligate funds for ERR tasks.
- **Initial Federal Award** – Each year Congress appropriates additional LIHEAP funding. While appropriations should be completed prior to October 1, actual awards to states arrive between October 15 and November 15. Typically, 90% of a total annual award is provided in this timeframe. EAP allocates additional administrative and A16 funds once the initial award is received. Note that the total funding allocated for the startup and initial award, combined, is based on initial award. That is, if \$8.1M would be available for allocation to EAP Service Providers for administrative funds based on an initial award of \$112M, because \$3M was already allocated for startup, only \$5.1M more would be allocated once the initial award is received.
- **Remaining Federal Funds** – Typically US Health & Human Services releases the remaining 10% of the regular LIHEAP award at some point during the new calendar year. When this occurs is unpredictable and depends on when Congress decides on the actual budget for the relevant fiscal year (this happened in April 2023 during FFY24 but will hopefully happen earlier). Once Commerce receives this award, the remaining funds available for EAP Service Providers is allocated.
- **Estimated Annual Total** – This is the sum of “startup”, “initial”, and “remaining” allocations of federal funds. **It is our best guess at the total administrative and A16 funds that will be made available to EAP Service Providers during the upcoming program year. Please remember, these are only estimates.**

## Key FFY24 application processing dates

- September 16 – Last day energy vendors can create refunds in eHEAT
- September 16 – Last day to make Primary Heat and ERR benefits payable
- September 16 – Service Providers must start logging FFY25 applications the day they are received



## Key FFY25 dates

- August 19 through early September – Recertification and Pre-Logged applications are mailed to prior year households
- September 3 – Online EAP application is made available
- September 3 – Service Providers can direct households to the online application via <https://mn.gov/home>
- September 3 – Service Providers can distribute blank EAP applications
- September 13 – Blank applications are mailed to prior year households
- September 13 – Request form for mailed application is returned to Commerce website
- September 19 – All final, signed Local Plans & Contracts are due to Commerce
- By September 30 – Commerce executes and distributes Contract documents
- October 1 – Email to prior year online households
- October 1 – First business day of FFY25




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## Notices

### ***A Spark* - FFY25 EAP Annual Training: Q&A follow-up, PPTs, and recorded PPTs**

This *A Spark* was sent to Service Providers on Monday, August 19, 2024:



#### **FFY25 EAP Annual Training: Q&A follow-up, PPTs, and recorded PPTs**

Thank you to all presenters and attendees of last week's EAP Annual Training.

Below is follow-up to Q&A questions, PowerPoint (PPT) presentations of the training sessions, and training slides with recorded voice-over.

Commerce EAP will notify Service Providers when videos (of the voice-over PPTs turned into an .mp4 and put onto YouTube) are available and when the full Annual Training turn-around-document is done.

#### **Q&A follow-up**

This [document](#) details questions from the Annual Training and the status of the issues raised. Some issues are resolved and others are in-progress. Commerce EAP staff will provide updates as additional issues are resolved.

#### **PPTs**

- [Section 1](#): Introduction; FFY24 Data

- [Section 2](#): Handling DEED Income; Ch2 Application Processing
- [Section 3](#): Ch8 Benefit Payments & Refunds; Dwelling Eligibility
- [Section 4](#): Ch3 Program Eligibility Requirements (Part1 EMc);Ch3 Program Eligibility Requirements (Part2 ABG); Assistants for Older Adults & People with Disabilities
- [Section 5](#): Ch5 Crisis; Ch6 Energy Related Repair
- [Section 6](#): Ch7 Assurance 16; Key Personnel Changes
- [Section 7](#): Program Fiscal Management; Request for Information Letter Refresher
- [Section 8](#): Online Application Enhancements & Refresher; eHEAT Enhancements
- [Section 9](#): Application & Mailing; eHEAT Letters & Forms
- [Section 10](#): Energy Vendor Management
- [Section 11](#): Safe at Home (Dianna Umidon); Safe at Home & EAP
- [Section 12](#): An Age Friendly Approach to Providing EAP Services (Laura Thomas)
- [Section 13](#): Program in Equity & Energy (Amy Scheller)
- [Section 14](#): Energy Affordability Section (Tracy Smetana)

**The recorded PPTs below are found at this link:**

<https://mn-commerce.box.com/s/ag6zswatu04u3q2k8d2dkl41jlo94nf>

- Application & Mailing
- Assistants for Older Adults and People with Disabilities
- Ch 2 – Application Processing
- Ch 3 – Program Eligibility Requirements (Part 1 – EMc)
- Ch 3 – Program Eligibility Requirements (Part 2 – ABG)
- Ch 5 – Crisis
- Ch 6 – Energy Related Repair
- Ch 7 – Assurance 16
- Ch 8 – Benefit Payment & Refunds
- Dwelling Eligibility
- eHEAT Enhancements
- eHEAT Letters & Forms
- Energy Vendor Management
- Key Personnel Changes
- Online Application Refresher
- Program Fiscal Management
- Program in Equity & Energy
- Request for Information Letter Refresher
- Safe at Home – Dianna Umidon – *coming soon!*
- Safe at Home & EAP

## **LIHEAP/CSBG/SSBG Birthday Observance**

**A message from the U.S. Department of Health & Human Services, Administration for Children and Families:**

The Office of Community Services (OCS) invites you to celebrate the anniversaries of three programs: the Low Income Home Energy Assistance Program (LIHEAP), the Community Services Block Grant (CSBG), and the Social Services Block Grant (SSBG).

Since 1981, LIHEAP has helped households pay their energy bills and maintain safe indoor temperatures. Please join us in honoring the impact of this program and the dedicated federal and local staff who work to connect families with assistance. We invite you to [watch our NEW video](#) highlighting this observance and share with your channels!

August 13 marks 43 years since CSBG was established. We are proud to support state and local partners with the funding needed to fight the causes and consequences of poverty. Learn more about the program and get the word out by sharing our [SECOND new video release](#) on how CSBG supports a vast network of human services across the country!

For 43 years, the SSBG program has served communities through flexible funding by addressing a number of social service needs, from expanding childcare to offering transportation and meal delivery services to older adults. Please share [these graphics](#) with your networks and spread the word!

Thank you for helping families keep their lights on, access transportation, nutrition, employment, childcare, and other kinds of support, and for all your work in delivering key services to families nationwide. Happy Birthday, LIHEAP, CSBG, and SSBG!