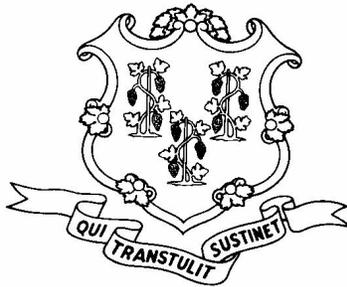


2007/2008 ALLOCATION PLAN
FOR THE
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM
BLOCK GRANT



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**2007/2008 ALLOCATION PLAN
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I. INTRODUCTION

The Connecticut Energy Assistance Program (CEAP) is designed to help offset the winter heating costs of Connecticut's lower income households, specifically those households whose incomes fall at or below 150 percent of the federal poverty guidelines as well as elderly and/or disabled households with incomes between 150 percent and 200 percent of the federal poverty guidelines. Pursuant to Public Act 07-242, CEAP will also serve households up to 60 percent of the state median income under the Contingency Heating Assistance Program (CHAP) for the 2007/2008 program year.

The CEAP is primarily funded by the U. S. Department of Health and Human Services' (HHS) Low Income Home Energy Assistance Program (LIHEAP) block grant, which has not yet received a funding level for Federal Fiscal Year (FFY) 2008. In order to plan the program in a timely manner, \$40.9 million in federal funds is assumed. This figure is based on an estimated FFY 2008 LIHEAP block grant funding level of \$1.98 billion. This constitutes the Department of Social Services' best estimate of the federal funding that will be available under this Plan.

Under Public Act 07-242, Section 65, benefit amounts and income guidelines were established for the 2007/2008 CEAP. Based on these benefit levels, the total projected expenditures for the FFY 2008 CEAP are \$62.9 million. In order to ensure compliance, an additional \$22 million is expected to be required either from federal or state sources.

The Department of Social Services (DSS), with the help of its partners, the Community Action Agencies, administers CEAP. DSS will monitor the program, and will make a report to the General Assembly's committees of cognizance by January 30, 2008, regarding the program's status.

The administration will work, in conjunction with others, including local governments, private human services providers and the General Assembly's committees of cognizance, to assist Connecticut residents who are CEAP eligible in maximizing potential energy assistance options.

In order to help offset a household's winter heating costs, the State will provide both energy assistance and conservation services. Energy assistance consists of:

A. HEAT BENEFITS

A. 1. BASIC BENEFIT

A. 2. CRISIS ASSISTANCE BENEFIT . Available for all deliverable fuel heated households who have exhausted their Basic Benefits.

A. 3. SAFETY NET ASSISTANCE BENEFIT . Available for deliverable fuel heated households who have exhausted their Basic Benefits and Crisis Assistance Benefits.

B. RENTAL ASSISTANCE BENEFITS

The provision of assistance under CEAP is subject to the availability of funds. If the funds provided for payments under this Plan are judged by the State to be in danger of exhaustion prior to the scheduled end date, then the State reserves the right to close the program or portions of the program early. If federal funding is higher than the level assumed under this Plan, program services may be adjusted.

This Plan provides a framework for overall program operation. DSS will develop policy which further details the rules of operation.

II. ADMINISTRATION

The Department of Social Services' responsibilities in the administration of the CEAP will be to:

- A. Prepare and submit the LIHEAP Allocation Plan to the Governor and, following legislative approval, submit the Plan to the federal government.
- B. Compile and submit any program reports required under state and federal law to the appropriate bodies.
- C. Act as grantee agency for the State for all LIHEAP funds.
- D. Ensure coordination of the CEAP with other energy and conservation assistance programs offered by the State and other public or private entities.
- E. Contract with Community Action Agencies (CAAs) or any other qualified non-profit or for profit entities to provide standardized services to all eligible households, including those households receiving assistance from DSS programs, and to process applications from any such households wishing to apply for benefits.
- F. Initiate agreements with energy vendors to ensure program standardization and provide current lists of eligible vendors to DSS contractors.
- G. Mail energy assistance notifications to all households participating in programs specified in section IV., subsection A. of this Plan.
- H. Provide CAAs with lists of households whose Temporary Family Assistance benefits are being discontinued as a result of time limitations.
- I. Provide handouts which inform clients in writing of all other energy and conservation-related programs administered or funded by the State.
- J. Complete weekly and monthly fiscal and program activity reports.
- K. Allocate the personnel resources necessary to provide reasonable protection against client and vendor fraud, develop anti-fraud strategies designed to strengthen program integrity and establish a fraud referral method for reporting suspected program abuse.
- L. Track carryover funds from the 2006 /2007 program.
- M. Provide, once the block grant has been determined, a budget estimating total program expenditures and, for DSS and each contracting agency, a line-item budget of administrative expenditures for CEAP.
- N. Track the number of gallons of #2 home heating oil and the number of gallons of kerosene purchased under the CEAP. Track the average fixed margin price, the average discount off retail price, the average retail price, and savings per gallon for #2 home heating oil and kerosene.
- O. Monitor the performance of DSS contractors in delivering services and in reporting to DSS.
- P. Provide standard application forms/format for all energy programs administered by the Department.

III. PROGRAM DEFINITIONS

For the purposes of this Plan, the following terms are defined:

Boarders . Persons whose meals are included in their rent.

Dwelling Unit - Any residential property, (i.e., apartment, house or stationary mobile home) in which the occupants have exclusive kitchen facilities. It does not include commercial property, boarding homes, group homes, hotels, motels, cars, vans, recreational vehicles, campers, seasonal residences, or any other accommodation that has not been issued a certificate of occupancy.

Household - Any individual or group of individuals who are living together in a dwelling unit, including all individuals who are related by blood, marriage or adoption, and whose residential energy is purchased in common, or who make payments for energy in the form of rent. Households do not include individuals who reside at an institution of higher learning, are incarcerated, and are unrelated foster children or unrelated foster adults.

Income - Gross salaries/wages, tips, pensions, annuities, dividends, interest, rental income, estate or trust income, royalties, social security and supplemental security income (excluding Medicare premium if applicable), veterans' benefits, unemployment compensation, workers' compensation, money from friends and relatives, alimony, child support, lottery winnings, self-employment income, and governmental assistance not otherwise excluded as income.

Life-threatening - Any situation in which an eligible household is unable to secure primary deliverable heating fuel and is without or within one week of being without said fuel.

Liquid Assets - Assets which are readily convertible to cash. For the purposes of these programs, liquid assets include: savings accounts, checking accounts, bonds, stocks/shares, certificates of deposit and individual retirement accounts. (Individual retirement accounts are considered to be liquid assets if the accounts are in the name of a household member who is at least 59 ½ years old.)

Mixed Income Household - Any household in which one or more members are receiving cash benefits and/or food stamps from DSS and there are other members of the household who are not receiving DSS cash benefits and/or food stamps.

Primary Source of Heat . The principal fuel source used by a household to heat its dwelling unit.

Rental Assistance Households - Households which do not make direct vendor payments for their primary source of heat. Such households include owners of dwelling units where the primary source of heat is not individually metered and separately billed to the household by a vendor.

Retail Price - The price charged by a vendor for services or product, exclusive of any discounts, delivered or provided to similarly situated, non-CEAP households.

Vendors - Persons or companies providing legal heating fuel in legally measured amounts supported by proper documentation.

Vulnerable Household . Any household in which one or more members is either elderly (defined as 60 years of age or older), disabled or under the age of six.

IV. INCOME ELIGIBILITY

A. Any household in which all household members are participating in one or more of the following DSS programs will automatically be considered income eligible for the CEAP, but must meet all other eligibility requirements to receive benefits:

1. Temporary Family Assistance
2. State Supplement to the Aged, Blind and Disabled
3. Refugee Cash Assistance Program
4. Food Stamps

B. Any household whose annual gross income is at or below 150 percent of the federal poverty guidelines is income eligible for the CEAP.

150 PERCENT OF FEDERAL POVERTY GUIDELINES

Household Size	1	2	3	4	5	6	7	8
Annual Income	\$15,315	20,535	25,755	30,975	36,195	41,415	46,635	51,855

(For households with more than eight members, add \$5,220 for each additional member.)

C. Any household with elderly (60 years of age or older) and/or disabled member(s), whose annual gross income is at or below 200 percent of the federal poverty guidelines is also income eligible for the CEAP.

200 PERCENT OF FEDERAL POVERTY GUIDELINES

Household Size	1	2	3	4	5	6	7	8
Annual Income	\$20,420	27,380	34,340	41,300	48,260	55,220	62,180	69,140

(For households with more than eight members, add \$6,960 for each additional member.)

D. Any household whose annual gross income is at or below 60 percent of the state median income guidelines, and who was not determined eligible for CEAP, is income eligible for the Contingency Heating Assistance Program (CHAP).

60 PERCENT OF STATE MEDIAN INCOME GUIDELINES

Household Size	1	2	3	4	5	6	7	8
Annual Income	\$28,768	37,620	46,471	55,323	64,175	73,026	74,686	76,346

V. ELIGIBILITY CERTIFICATION**A. Basic Eligibility Criteria**

Households must apply for energy assistance to receive benefits, including those households that are automatically income eligible as described in section IV., subsection A.

1. DSS Cash Assistance Recipient Households

DSS cash assistance recipient households must be verified as receiving DSS cash assistance. Additional documentation of income and liquid assets may be required.

2. Food Stamp Only Recipient Households

Food stamp only recipient households must be verified as receiving food stamps. Additional documentation of income and liquid assets may be required.

3. State Administered General Assistance (SAGA) Recipient Households

SAGA recipient households may use a letter that verifies that they are receiving state general assistance and includes household size and income information. Documentation of liquid assets may be required.

4. All Other Households**(a) Income Documentation**

All other households will be required to document their income for the four weeks prior to the date of application, which will then be annualized. Households receiving income from self-employment shall complete a Self-Employment Worksheet, detailing income for the previous six calendar months.

(b) Assets

A liquid assets test will be an additional eligibility requirement for households in this subsection. These households must complete an assets declaration form. (Utility heated households and Rental Assistance households which meet the criteria in section IV., subsection A and section V., subsection A3 are not required to complete the assets declaration form. All deliverable fuel heated households will be required to complete the assets declaration form in order to determine eligibility for Safety Net benefits.) Households must provide verification of all liquid assets.

The liquid asset limit is \$10,000 for homeowners and \$7,000 for all other households. Households, whose liquid assets exceed the appropriate limit, may still be eligible for energy assistance if the household's gross income, when added to the excess liquid assets is within the income guidelines.

Documentation must be verifiable, or supported by affidavits, and households must comply with all reasonable requests for assistance in verifying documentation. The State, through its agents or grantees, reserves the right to investigate and verify the income and assets of households in order to protect the integrity of its programs.

B. Households Claiming No Income

Households claiming no income in the previous four weeks must sign an affidavit declaring their means of support for that period. The affidavit shall include authorization to verify all income and the financial status of the household. Documentation of liquid assets shall also be required.

C. Household "52 Week" Option

Any household has the option of having eligibility determination based on income from all household members for the previous 52 weeks from the date of application if that more accurately reflects the household's annual income. Documentation of liquid assets shall also be required.

D. Mixed Income Households

All mixed income household members receiving income must provide income documentation. Mixed income households will be considered income eligible for LIHEAP if the combined household annual gross income, including DSS cash benefits, is within the income guidelines as detailed in section III., subsections B, C and D. Mixed income households are also subject to liquid assets eligibility criteria, as detailed in section V., subsection A4(b).

E. Temporary Family Assistance (TFA) Disqualified Households

Households whose TFA benefits have been terminated as a result of time limitations will be contacted directly by the CAA to encourage their participation in the energy assistance programs.

F. Prioritized Services

Deliverable fuel heated households who are either without heating fuel, or within one week of being without heating fuel at the time of application, will be eligible to receive prioritized services. Such services shall include prompt eligibility processing. Households which are determined to be eligible will receive a fuel delivery authorization within 24 hours of the date of application.

G. Notification and Appeals

The CAA shall perform the eligibility determination and shall mail a notice of the results of such determination to the household within 45 calendar days, excluding state-designated holidays. DSS may work with the CAAs on any discrepancy in the determinations, with DSS' final decision taking precedence.

If a household wishes to appeal the eligibility determination made, it has the right to do so. All households will be notified in writing of their rights and obligations, and the procedures for appeal at the time of application.

VI. CONSERVATION SERVICES

In addition to receiving energy assistance benefits, eligible households may also qualify for the following conservation services:

A. Weatherization

Any household whose annual gross income is at or below 200 percent of the federal poverty guidelines is income eligible for the U.S. Department of Energy's Weatherization Assistance Program administered by DSS. Weatherization services are provided on a first come, first served basis, based on availability of funds and may be further prioritized by those households which are vulnerable. Households who are approved for Safety Net Assistance Benefits may also be prioritized for weatherization services.

Households refusing weatherization services without good cause, as defined in agency policy, will be ineligible to receive energy assistance for the remainder of the current program year and for the following program year. Those households who are unable to accept weatherization services due to their landlord's refusal to sign a landlord agreement shall not be subject to denial of energy assistance. (The landlord agreement identifies the conditions under which weatherization services are to be provided.)

CAAs will report to DSS the names of all households refusing weatherization services without good cause. DSS will compile these lists, and provide the CAAs with a statewide list of all such households.

B. Clean, Tune and Test

CEAP and CHAP eligible households may request a clean, tune and test of their deliverable fuel heating system.

C. Heating System Repair/Replacement

The Department will establish a set-aside of \$500,000 to provide emergency heating system repairs and/or replacement of heating systems which are determined to be unsafe or inoperable. These funds are available for CEAP eligible homeowners.

VII. FRAUD

Persons who misrepresent their circumstances in applying for energy assistance are subject to prosecution and/or recoupment of any benefits provided, following due process as defined in agency regulations, and are ineligible for the remainder of the current program year. In addition, said households will also be prohibited from participation for a period of two program years following the year in which the misrepresentation occurred. Persons who divert benefits to ineligible households are subject to the same penalties, following proper due process as defined in agency regulations.

Vendors or home energy suppliers committing fraud, misrepresentation, or a violation of any aspect of their Vendor Document are subject to prosecution and suspension, if convicted, from the CEAP. Vendors suspected of fraud, misrepresentation, or of violating the Vendor Document, may be suspended from participation in the CEAP while legal proceedings are pending. Vendors convicted of fraud are suspended from participation in the CEAP for a period of five years following the year in which the offense occurred.

The Department has established a Fraud Hotline (1-800-842-2155) to permit individuals and vendors to report cases of suspected program abuse.

VIII. BASIC BENEFIT LEVELS

Basic Benefit levels are determined based on income, household size, vulnerability and liquid assets. Note: Boarders are not eligible to receive basic benefits.

The chart below details the CEAP Basic Benefit levels by percent of federal poverty guidelines:

<u>POVERTY GUIDELINES</u>	<u>BASIC BENEFITS</u>	
	Vulnerable Households	Non-Vulnerable Households
Up to 100%	\$675	\$635
101% - 125%	\$580	\$535
126% - 150%	\$485	\$435
151% - 200% (elderly/disabled hsls)	\$400	n/a

Households which are approved for benefits under CHAP will be awarded a Basic Benefit of \$300.

IX. RENTAL ASSISTANCE BENEFIT LEVELS

Benefits for rental assistance households will be available to those income eligible households with annual gross incomes up to 150 percent of federal poverty guidelines who pay more than 30 percent of their gross income towards rent. Note: Boarders are not eligible to receive Rental Assistance Benefits. Rental assistance households that are determined eligible will receive a check to defray heat costs.

LIHEAP Rental Assistance Benefit levels will be as follows:

<u>POVERTY GUIDELINES</u>	<u>RENTAL ASSISTANCE BENEFITS</u>
Up to 100%	\$270
101% - 125%	\$255
126% - 150%	\$240

Rental assistance households must present verifiable documentation of rent. Rental assistance households that move and become responsible for their primary heat may receive Basic Benefits up to the maximum available to a household at the appropriate benefit level, less any Rental Assistance Benefits already received. For example, a rental assistance household which moves to a non-rental assistance situation, which had already received \$270 in Rental Assistance Benefits and is now eligible for a \$675 Basic Benefit, can receive up to \$405 of Basic Benefits towards their primary source of heat. Crisis and Safety Net Benefits may be provided if the new primary source of heat is a deliverable fuel and the household meets the criteria.

Conversely, if a household moves from a situation where they are responsible for payment of their primary source of heat, to a dwelling unit where they do not make direct vendor payments for their primary source of heat, they may receive the difference between what they have received in Basic Benefits and what they would be eligible for under the Rental Assistance Benefit Matrix.

For example, if a household at 100 percent of poverty which has used \$200 of its \$675 Basic Benefit moves to a Rental Assistance situation, the household will be eligible for a benefit of \$70 if they meet the eligibility criteria for Rental Assistance Benefits. The household will no longer be eligible for a Basic Benefit. Such households must document the change in circumstances, including verification of rent, but need not have income redetermined.

No more than one Rental Assistance Benefit will be issued per dwelling unit. Rental Assistance Benefits will be mailed as early as resources and cash flow will allow.

X. CRISIS ASSISTANCE

Subject to the availability of funds, the state will implement a Crisis Assistance Program to address the heating needs of deliverable fuel heated households who have exhausted their Basic Benefits and are unable to secure primary heat, causing a life-threatening situation. A one-time Crisis Assistance benefit of up to \$400 is available to households which meet the criteria. (CHAP deliverable fuel heated households are eligible for a one-time Crisis Assistance benefit of up to \$200.) If a household is determined eligible for Crisis Assistance, a delivery will be authorized within 18 hours of the household's request. A redetermination of income eligibility will not be required to receive Crisis Assistance.

XI. HEALTH AND SAFETY INTERVENTION

Subject to the availability of funds, the state will implement a Safety Net Program to address the heating needs of CEAP deliverable fuel heated households who have exhausted their Basic Benefits and Crisis Assistance Benefits and are in a life-threatening situation. Such households may be eligible to receive up to \$400 in Safety Net Assistance Benefits. An additional \$400 in Safety Net Assistance Benefits may be available to eligible, vulnerable households.

Households requesting Safety Net Assistance Benefits must be interviewed by a case manager as part of the Assurance 16 initiative, and must complete a risk assessment determination. This process involves a review of the household's income, liquid assets and expenditures. If the case manager determines that the household has insufficient resources to cover the cost of the fuel delivery on its own, then efforts will be made to assist the household in obtaining shelter with adequate heat and, as a last resort, emergency fuel delivery may be authorized.

Efforts will be made to identify other energy resources, either municipal, charitable or private (such as Operation Fuel and the Soldiers and Sailors Fund), which may be available to low income households. The Department will work with these providers, and other state agencies and municipalities, to establish a coordinated response to alleviate potential crises due to a service recipient household's inability to pay for heat, which may jeopardize their health. This response may include such actions as providing alternative housing arrangements, such as referral to shelters, as well as direct service intervention when appropriate by protective services agencies.

XII. PROGRAM DATES

- | | | |
|------------|---|--|
| November 1 | - | First day for fuel deliveries which can be paid by the program. First day for authorization of fuel deliveries. |
| March 14 | - | Deadline for fuel authorizations or deliveries. |
| May 1 | - | Last day that a household can apply to establish its eligibility for benefits unless the household is utility heated and has a shut off notice for its primary source of heat. |
| May 15 | - | Last day that a utility heated household with a shut off notice for its primary source of heat can apply to establish its eligibility for benefits. |
| May 30 | - | Last day to submit deliverable fuel bills. |

XIII. ADDITIONAL BENEFITS/SERVICES

Should funds received exceed the amount required to meet the benefit levels specified in Public Act 07-242, the additional funds may be utilized to extend the program intake period, provide additional funds for furnace repairs and/or replacements, extend the authorization period for Basic Benefits, Crisis Assistance and/or Safety Net Assistance, provide additional Crisis Assistance and/or Safety Net Assistance benefits, provide an additional benefit on behalf of eligible utility heated households and/or implement a pre-buy program for next year's heating season.

Should contingency funds be released and designated to be used for cooling measures, funds will be used in accordance with guidance provided by HHS.

XIV. PAYMENTS

In order for deliverable fuel heated households to receive CEAP Heat Benefits, bills must be presented and must be in the name of a household member who is of majority status, or an emancipated minor. For households that heat with propane, wood, or coal, CEAP Heat Benefit payments will be based upon the cost of the delivery as stated on a valid bill. For households that heat with oil or kerosene, CEAP Heat Benefit payments will be made in accordance with the Fixed Margin Pricing Program and the Discount Off Retail Option. Payments will be made only for primary deliverable heating sources delivered on or after November 1, 2007. Payments will be issued regardless of any customer payments made against the bill. Unless otherwise specified in this Plan, all payments will be vendor payments.

In order for utility heated households to receive Basic Benefits, the account must be in the name of a household member who is of majority status, or an emancipated minor. Verification of the account number must be provided. Only residential accounts are eligible for payment. Basic Benefit payments will be credited to the household's account regardless of other payments made to the account. Basic Benefits are for utility costs incurred from November 1, 2007 . May 1, 2008. Basic Benefit payments to electric distribution companies will be credited in accordance with Department of Public Utility Control Regulations adopted pursuant to section 16-245d of the Connecticut General Statutes.

No payments will be issued on behalf of, nor services authorized to, unoccupied dwelling units.

If a household has a credit balance resulting from a CEAP payment(s), the household may request a refund of the credit balance. If a household moves, and a credit balance resulting from a CEAP payment(s) exists in their account, and the household cannot be located, then the balance is to be returned to the program through the CAA.

If a household moves and their heating source and/or utility company changes, they may redesignate any unobligated portion of their Basic Benefit. Crisis and Safety Net Benefits may be provided to CEAP eligible households if the new primary source of heat is a deliverable fuel and the household meets the eligibility requirements as detailed in sections X. and XI.

If a household's heating system becomes inoperable, the household has the option of redetermining the primary source of heat. The household may choose to go back to the original primary source of heat once the heating system has been repaired.

Basic Benefits may pay for the cost of a start-up of a household's natural gas heating system (not including reconnection fees). CEAP Heat Benefits may pay for the cost of a start-up of a household's deliverable fuel heating system, provided the charge is the same that the vendor charges to all similarly situated customers who are not receiving CEAP assistance.

Each site making authorizations or payments will be responsible for keeping an up-to-date control card or computer record for each eligible household. This control file will detail the benefits awarded to the household, and will include the heating source, deliveries/services authorized, and payments issued on behalf of the household.

Payments made directly to, or on behalf of CEAP households shall not be considered income or resources for any purpose under any Federal or State law per section 2605(f)(1) of the LIHEAP statute.

XV. VENDORS

All energy vendors wishing to participate in the CEAP must sign a Vendor Document which details the conditions under which payments will be made to each type of vendor. The only exceptions will be vendors of wood and coal, whose practices as energy suppliers to CEAP clients will be governed by existing state statutes.

The purpose of the Vendor Document is to ensure program standardization, fair treatment of CEAP customers by vendors, and to establish the conditions for payments on behalf of customers receiving assistance from the CEAP, including a requirement that vendors provide the same price discounts (including early payment discounts) to customers receiving CEAP assistance as the vendors provide to similarly situated customers.

The Vendor Document will also establish the pricing/reimbursement mechanisms that the state will utilize on behalf of oil and kerosene heated households.

In accordance with Public Act 01-46, all heating oil vendors wishing to participate in the CEAP must provide verification that they have registered with the Department of Consumer Protection (DCP).

Vendors who sign the Vendor Document and verify their registration with the DCP will be placed on a list of "approved vendors" which will be supplied to the CAAs by DSS. Such documents do not guarantee vendors the right to participate in the CEAP should the State establish, in accordance with the provisions of Section 4-28b of the Connecticut General Statutes, further criteria for participation in the CEAP, or in cases where the vendor is suspected of fraud, misrepresentation or of violating the Vendor Document.

The State reserves the right to inspect/audit the records of any deliverable fuel vendor presenting a bill for payment by the CEAP, in order to verify the bill either before or after payment is made.

The State reserves the right to inspect/audit the records of utility companies receiving payment under the CEAP, in order to verify that the proper customer accounts are being credited.

XVI. DELIVERABLE FUEL PRICING OPTIONS

In accordance with section 102 of Public Act 07-4, June Special Session, the Department will be offering a Discount Off Retail Option in addition to the Fixed Margin Pricing Program.

Participating fuel vendors will be allowed to make deliveries under the traditional Fixed Margin Pricing Program, or may choose to participate in a Discount Off Retail Option. Under the Discount Off Retail Option, vendors will be paid based on their retail price, less a 35¢ per gallon discount. Vendors must select and remain with one pricing option during the program year.

The Fixed Margin Pricing Program and the Discount Off Retail Option will be expanded to include both oil and kerosene.

Vendors must put their retail price on all delivery tickets, bills or statements. For those deliveries of home heating oil and kerosene paid by the program, vendors shall not charge CEAP customers the difference between their retail price and the CEAP payment.

DSS staff may monitor and verify the accuracy of the retail prices reported by vendors for the pricing options.

Fixed Margin Pricing Program

The Fixed Margin Pricing Program will pay oil and kerosene vendors making deliveries to CEAP households based on the daily New Haven Harbor #2 average oil and kerosene prices, as calculated from the daily New Haven Harbor low and high price postings as published in The Journal of Commerce, plus a fixed margin of 31 cents per gallon, or the vendor's retail price, whichever is lower.

Under the Fixed Margin Pricing Program pricing mechanism, oil deliveries made on Tuesday, January 9, 2007 would have been paid based on the Monday New Haven Harbor #2 oil price postings, as published in the Monday, January 8, 2007 edition of The Journal of Commerce. The price would have been determined as follows:

New Haven Harbor low for #2 oil - Monday, January 8, 2007	\$1.547
New Haven Harbor high for #2 oil - Monday, January 8, 2007	\$1.622
New Haven Harbor average for #2 oil - Monday, January 8, 2007	\$1.585
Fixed Margin	<u>+ .310</u>
Total Fixed Margin Price for #2 oil - Tuesday, January 9, 2007	\$1.895

Under the Fixed Margin Pricing Program pricing mechanism, kerosene deliveries made on Tuesday, January 9, 2007 would have been paid based on the Monday New Haven Harbor kerosene price postings, as published in the Monday, January 8, 2007 edition of The Journal of Commerce. The price would have been determined as follows:

New Haven Harbor low for kerosene - Monday, January 8, 2007	\$1.939
New Haven Harbor high for kerosene - Monday, January 8, 2007	\$2.078
New Haven Harbor average for kerosene Monday, January 8, 2007	\$2.009
Fixed Margin	<u>+ .310</u>
Total Fixed Margin Price for kerosene - Tuesday, January 9, 2007	\$2.319

DSS will determine all fixed margin prices.

Discount Off Retail Option

Oil and/or kerosene vendors who have selected this option will be paid based on their retail price less a 35¢ per gallon discount.

The pricing mechanisms may be adjusted by DSS to respond to unanticipated changes in the #2 heating oil and/or kerosene markets.

XVII. INFORMATION AND REFERRAL

The State of Connecticut will work with others, including local governments and other private human services providers, to implement localized information and referral systems that will address the needs of CEAP eligible households who have exhausted all of their benefits. Infoline will continue to serve as the referral network system, and will work to identify services for CEAP households in order to alleviate crisis situations following exhaustion of benefits.

DSS will mail to all of its recipient households energy assistance notifications, informing them of the availability of benefits and where to apply. Referral flyers describing fuel assistance programs, weatherization services, energy conservation loans and private fuel banks are made available at DSS and CAA offices.

CAAs will continue to maintain a network of approximately 120 intake sites throughout the state (i.e., senior citizen centers, utility offices, municipal social services offices, etc.). In addition, CAAs will assist homebound households in applying for CEAP benefits. This may involve the utilization of mail-in applications or the performance of outreach visits to homebound households.

At the time of intake, CAAs shall counsel applicants as to other programs, services and self-help measures aimed at reducing the household's energy burden (i.e., Operation Fuel, Utility Arrearage Forgiveness Programs, etc.).

CAAs use a single application to determine eligibility for the CEAP, as well as for weatherization services. Households with incomes at or below 200% of the federal poverty guidelines are income eligible for weatherization services. In addition to the U. S. Department of Energy weatherization program, additional services for these households are also coordinated with the Weatherization Residential Assistance Partnership (WRAP) and UIHelps. WRAP and UIHelps are utility funded weatherization programs which are operated by the CAAs. WRAP and UIHelps enter into written agreements with the CAAs for the provision of weatherization services/materials to low income households.

These weatherization services/materials, which are provided to households at no cost, include caulking, weather-stripping, attic insulation, sidewall insulation, pipe and heating duct insulation, hot water heater wrapping, heating system repairs/replacements and window/door repairs. In order to qualify for WRAP and UIHelps, households must have been approved by the CAA and must meet other criteria, (i.e., high usage, high arrearage, etc.).

Operation Fuel is a private, non-profit organization which distributes privately raised funds through a network of fuel banks that accept and approve applications from households in need of emergency fuel oil deliveries or protection against utility shut-offs. Operation Fuel provides assistance to households with incomes between 150 percent and 200 percent of the federal poverty guidelines. Those households which meet the Operation Fuel guidelines are issued referrals by the CAA for these benefits.

In addition, Operation Fuel can, as funding permits and with the approval of its Board of Directors, on an annual basis provide limited assistance to CEAP eligible households who are facing a crisis because they have exhausted all available CEAP benefits, or because they did not apply for CEAP benefits by the required deadlines.

CAAs may also refer eligible households to utility companies that operate arrearage forgiveness programs. Households who participate in these programs will have a portion of their arrears (back bills) forgiven if all payment arrangements are maintained, and if the household has been approved for CEAP.

In order to participate in the arrearage forgiveness programs, households must provide utility companies with verification as to the amount of the CEAP payment which will be issued by the CAA on their behalf. The amount of arrearage forgiveness received by the household is dependent on the amount of the household's arrearage, the amount of personal payments made by the household and the amount of the household's CEAP benefit.

XVIII. ASSURANCE 16 ACTIVITIES

In accordance with LIHEAP regulations, and pending the availability of funds, CAAs will provide enhanced case management in an effort to assist low-income households in reducing their overall energy needs. Such services shall include, but are not limited to, risk assessment, counseling, energy education/awareness and assistance with energy suppliers/vendors. These services are aimed at enabling households to achieve a greater degree of energy self-sufficiency.

XIX. BUDGET

A. The estimated LIHEAP budget for 2007/2008 is derived as follows:

\$40,919,836 2008 LIHEAP Block Grant (est.)
 \$40,919,836 Total 2007/2008 (est.)

B. LIHEAP benefit payment/administration breakdown¹

\$35,327,853	LIHEAP Benefit Payments
4,091,983	LIHEAP Administration ²
1,000,000	Assurance 16
500,000	Furnace Repair/Replacement
\$40,919,836	

C. Estimates of the 2007/2008 LIHEAP caseload:

Total eligible households	- 88,600
Total eligible with elderly	- 27,100
Total eligible with disabled	- 29,700
Total eligible with young children	- 20,400

Of the total estimated 2007/2008 LIHEAP eligible caseload, we anticipate that 30.6% will have elderly members, 33.5% will have disabled members and 23% will have a young child/children.

(11,000 LIHEAP eligible households will have both elderly and disabled members.)

D. Footnotes to Section XIX., Budget

- 1 To the extent that a reduction in funds available under LIHEAP requires modification of the administrative and/or Assurance 16 budgets, DSS shall make such reallocation as is necessary.
- 2 Includes funds for program audits. DSS may require changes in the details of CEAP management and staffing at a CAA as a condition of awarding administrative funds to a CAA, when such changes are judged necessary by DSS to ensure that the funds awarded will have a significant positive impact on program performance.