

**LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)****DETAILED MODEL PLAN****PUBLIC LAW 97-35, AS AMENDED****FISCAL YEAR (FY) 2013****GRANTEE STATE OF MISSISSIPPI****EIN: 64-6000807****ADDRESS MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF COMMUNITY SERVICES  
POST OFFICE BOX 352  
JACKSON, MISSISSIPPI 39205****E MAIL: Tina.Ruffin@mdhs.ms.gov****TELEPHONE: (601) 359-4768 FAX: (601) 359-4370****PLEASE CHECK ONE: TRIBE \_\_\_\_\_ STATE X INSULAR AREA****Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Washington, DC 20447****August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01****OMB Approval No. 0970-0075****Expiration Date: 04/30/2014****THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)**

Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which the grantee is not permitted to file an abbreviated plan. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**GRANTEE Mississippi****ASSURANCES**

The State of Mississippi agrees to:  
(Grantee name)

- (1) use the funds available under this title to--
  - (A) conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly elderly and disabled citizens with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);
  - (B) intervene in energy crisis situations;
  - (C) provide low-cost residential weatherization and other cost-effective energy-related home repair; and
  - (D) plan, develop, and administer the State's program under this title including leveraging programs;  
and the State agrees not to use such funds for any purposes other than those specified in this title;
- (2) make payments under this title only with respect to--
  - (A) households in which one or more individuals are receiving-
    - (i) assistance under the State program funded under part A of title IV of the Social Security Act;
    - (ii) supplemental security income payments under title XVI of the Social Security Act;
    - (iii) SNAP under the Food Stamp Act of 1977; or
    - (iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or
  - (B) households with incomes which do not exceed the greater of--
    - (i) an amount equal to 125 percent of the poverty level for such State; or
    - (ii) an amount equal to 60 percent of the State median income;

except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 60 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

- (3) Conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act; (TANF, child support enforcement)-
- (4) Coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;
- (5) Provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;
- (6) To the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that—
  - (A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and
  - (B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

- (7) If the State chooses to pay home energy suppliers directly, establish procedures to –
- (A) notify each participating household of the amount of assistance paid on its behalf;
  - (B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;
  - (C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and
  - (D) ensure that the provision of vendor payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;
- (8) Provide assurances that,
- (A) The State will not exclude households described in clause (2) (B) of this subsection from receiving home energy assistance benefits under clause (2), and;
  - (B) The State will treat owners and renters equitably under the program assisted under this title;
- (9) Provide that–
- (A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year; and
  - (B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16);

- (10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the subgrantee;

State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provision of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

- (11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;
- (12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);
- (13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and
- (14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.
- (15) \*beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

**\* This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed \$200,000. Territories with annual allotments of \$200,000 or less and Indian tribes/tribal organizations are not subject to Assurance 15.**

- (16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended. \* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment, suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.\*\*

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\* Indian tribes/tribal organizations and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.

\*\* If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.

\*\*\* HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, and Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

**GRANTEE Mississippi**

statutory references

2605(a)

2605(b)(1) → Please check which components you will operate under the LIHEAP Program: (Note: You must provide information for each component designated here as requested elsewhere in this plan.)

(Use of funds)

Dates of Operation

<u>x</u>	heating assistance	<u>October - April</u>
<u>x</u>	cooling assistance	<u>May - September</u>
<u>x</u>	crisis assistance	<u>January - December</u>
<u>x</u>	weatherization assistance	<u>January - December</u>

2605(c)(1)(C) → Please estimate what amount of available LIHEAP funds will be used for each component that you will operate: **The total of all percentages must add up to 100%.**

(Use of funds)

	<u>50%</u>	heating assistance
	<u>14 %</u>	cooling assistance
	<u>5 %</u>	crisis assistance
2605(k)(1)	<u>15%</u>	weatherization assistance
	<u>1 %</u>	carryover to the following fiscal year
2605(b)(9)	<u>10%</u>	administrative and planning costs
2605(b)(16)	<u>5 %</u>	services to reduce home energy needs including needs assessment (assurance 16)
	<u>0 %</u>	used to develop and implement leveraging activities (limited to the greater of .08% or \$35,000 for states, the greater of 2% or \$100 for territories, tribes and tribal organizations).
	<u>100</u>	<b>TOTAL</b>

**GRANTEE Mississippi**

## Statutory references

2605(c)(1)(C)

(alternate use  
of crisis assistance  
funds)

➔The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:

☒ heating assistance☒ cooling assistance☐ weatherization assistance☒ Other(specify):

➔Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served? (This is required by the statute.)

Yes ☒ No ☐

2605(b)(2)

2605(c)(1)(A)

➔What are your maximum eligibility limits?

(Please check the components to which they apply.)

**Current year guidelines must be used.**

(eligibility)

☐ 150% of the poverty guidelines:heating ☐ cooling ☐ crisis ☐ wx ☐☐ 125% of the poverty guidelines:heating ☐ cooling ☐ crisis ☐ wx ☐☐ 110% of the poverty guidelines:heating ☐ cooling ☐ crisis ☐ wx ☐☒ 60% of the State's median income:heating ☒ cooling ☒ crisis ☒ wx ☐☐ Other (specify for each component)☐ Households automatically eligible if one person is receiving☐ TANF, ☐ SSI, ☐ Food Stamps, ☐ Certain means-tested veterans programs (heating ☐ cooling ☐ crisis ☐ wx ☐)



**GRANTEE Mississippi**

statutory references

2605(c)(1)(A) → Do you have additional eligibility requirements  
 2605(b)(2) for: HEATING ASSISTANCE? (    Yes   x   No)

(eligibility)

	<u>Yes</u>	<u>No</u>
Do you use:		
Assets Test?	<u>      </u>	<u>  x  </u>
Do you give priority in eligibility to:		
Elderly?	<u>  x  </u>	<u>      </u>
Disabled?	<u>  x  </u>	<u>      </u>
Young children?	<u>  x  </u>	<u>      </u>
Other:	<u>  x*  </u>	<u>      </u>
(If yes, please describe)		
Case Plan Compliance	<u>  x  </u>	<u>      </u>

\* See Attachment A

**GRANTEE Mississippi**

statutory references

2605(c)(1)(A)

2605(b)(2)

➔Do you have additional eligibility requirements for:  
**COOLING ASSISTANCE** (\_\_\_\_ Yes    x No)

(eligibility)

➔Do you use:	<u>Yes</u>	<u>No</u>
Assets test?	_____	_____ <u>x</u> _____
➔Do you give priority in eligibility to:		
Elderly?	_____ <u>x</u> _____	_____
Disabled?	_____ <u>x</u> _____	_____
Young children?	_____ <u>x</u> * _____	_____
Other: (If Yes, please describe)	_____ <u>x</u> _____	_____

\*        See Attachment A

**GRANTEE Mississippi**

statutory references

2604 (c)

2605(c)(1)(A) → Do you have additional eligibility requirements for:  
CRISIS ASSISTANCE ? ( x Yes \_\_\_ No)

(eligibility)

Do you use:	<u>Yes</u>	<u>No</u>
Assets Test?	___	<u>x</u>
Must the household have received a shut-off notice or have an empty tank?	___	<u>x</u>
Must the household have exhausted regular benefit?	___	<u>x</u>
Must the household have received a rent eviction notice?	___	<u>x</u>
Must heating/cooling be medically necessary?	___	<u>x</u>
Other:	<u>x*</u>	___
Case Plan Compliance	<u>x</u>	___

\* See Attachment A

What constitutes a crisis? (Please describe)

See Attachment A

.

**GRANTEE Mississippi**

statutory references

2605(c)(1)(A) → Do you have additional eligibility requirement for: **Weatherization** ?  
 (Yes   x   No   )

(eligibility)

Do you use:	<u>  Yes  </u>	<u>  No  </u>
Assets Test	<u>  </u>	<u>  x  </u>
Priority groups? (Please list)		
Elderly	<u>  x  </u>	<u>  </u>
Disabled	<u>  x  </u>	<u>  </u>
Young children	<u>  x  </u>	<u>  </u>
Other:	<u>  x*  </u>	<u>  </u>
(If yes, please describe)		

Are you using Department of Energy (DOE) Low-Income Weatherization Assistance Program (LIWAP) rules to establish eligibility or to establish priority eligibility for households with certain characteristics?	<u>  x  </u>	<u>  </u>
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If yes, are there exceptions? Please list below.	<u>  </u>	<u>  x  </u>
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\*See Attachment A

**GRANTEE Mississippi**

statutory references

2605(b)(3)

2605(c)(3)(A) →

Please check the outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHEAP assistance available:

Through local subgrantees and formed partnerships and linkages, the State:

- (outreach)
- ☒ provide intake service through home visits or utilize documentation as provided by other community partners for the physically infirmed (i.e. elderly or disabled).
  - ☒ place posters/flyers in local and county social service offices, offices of aging, social security offices, VA, etc.
  - ☒ publish articles in local newspapers or broadcast media announcements.
  - ☒ include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.
  - ☐ make mass mailing to past recipients of LIHEAP.
  - ☒ inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.
  - ☒ execute interagency agreements with other low-income program offices to perform outreach to target groups.
  - ☒ other (Please specify): Energy vendors are informed to advise their customers/clients about the availability of the LIHEAP assistance. The vendors make referrals to local subgrantees. Also, local subgrantees conduct community meetings to inform clients of the program.
  - \* Conduct Orientation session to explain program specific to potential clients.
  - \* Conduct Orientation for vendors and Community leaders to explain program guidelines.
  - \* Pre-application made available through Virtual Roma website at <https://virtualroma@mdhs.ms.gov>. This website can be accessed nationwide.

**GRANTEE Mississippi**

statutory references

2605(b)(4) → Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted.

(coordination) See Attachment B

2605(b)(5)  
2605(b)(2) →  
2605(b)(8A) The Statute requires that there be no difference in the treatment of households eligible because of their income and those eligible because they receive benefits under TANF, Food Stamps, SSI or certain means-tested veterans program (“categorical eligible”). How do you ensure there is no difference when determining eligibility and benefit amounts? This applies to all components, unless specifically noted below.

See Attachment D

(benefit levels) The State agrees and assures that there will be no difference in the treatment of households (recipients of TANF, Food Stamps, SSI or means tested veterans benefits) as described in the LIHEAP Statute. Every household served under LIHEAP must complete the application process and meet the eligibility requirements regardless if they are categorically eligible. This process ensures equitable treatment and eliminates preferential treatment. This procedure applies to all components of LIHEAP.

**GRANTEE Mississippi**

statutory references

**HEATING COMPONENT**

2605(b)(5) → Please check the variables you use to determine your benefit levels (check all that apply):

(determination  
of benefits)

<u>  x  </u>	income
<u>  x  </u>	family (household) size
<u>  x  </u>	home energy cost
___	fuel type
___	climate/region
<u>  x  </u>	individual bill
___	dwelling type
___	energy burden (% of income spent on home energy)
<u>  x  </u>	energy need
<u>  x  </u>	other (describe) Result of Case Management Analysis (and the actual bill amount).

2605(b)(5) → Describe how you will assure that the highest benefits go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size.

2605(c)(1)(B)

(benefit levels) Please describe benefit levels or attach a copy of your payment matrix.

During the case management process, consideration is given to ensure compliance of this subsection. See Attachment A and B.

→ Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits?

  x   Yes    No, If yes please describe. Blankets, heating systems, furnaces and other heating, energy-related materials/services may be provided depending on need, the case management result and client complying **fully** with the established case plan.

**GRANTEE Mississippi**

statutory references

**COOLING COMPONENT**

2605(b)(5)

2605(c)(1)(B) →

Please check the variables you use to determine your benefit levels (Check all that apply):

(determination  
of benefits)

<u>  x  </u>	income
<u>  x  </u>	family (household) size
<u>  x  </u>	home energy cost
_____	fuel type
_____	climate/region
<u>  x  </u>	individual bill
_____	dwelling type
_____	energy burden (% of income spent on home energy)
<u>  x  </u>	energy need
<u>  x  </u>	other (describe) Result of Case Management Analysis (and the actual bill amount)

2605(b)(5)

2605(c)(1)(B)

(benefit  
levels)

→ Describe how you will assure that the highest benefits will go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size. Please describe benefit levels or attach a copy of your payment matrix.

During the case management process, consideration is given to ensure compliance of this subsection. See Attachment A and B.

→ Do you provide in-kind (e.g. fans) and/or other forms of benefits?

  x   Yes \_\_\_\_\_ No, If yes, please describe. Fans, air conditioners, cooling systems and other cooling, energy-related services may be provided depending on needs, case management result and client complying fully with the established case plan.



**GRANTEE Mississippi**

statutory references

2605(b)(5) → **CRISIS COMPONENT**

2605(c)(1)(B)  
(benefit  
determination)

How do you handle crisis situation?

  x   Separate Component         Other (please explain)

If you have a separate component, how do you determine crisis assistance benefits?

     amount to resolve crisis, up to maximum

  x   \* other (describe)

\*The attached bill amount.

See Attachment A

(benefit levels)

→ Please indicate the maximum benefit for each type of crisis assistance offered.

heating                      \$   N/A   maximum benefit

cooling                      \$   N/A   maximum benefit

year-round                  \$   N/A   maximum benefit

\*Depends on the actual bill amount and the case management results.  
See Attachment A.

→ Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?

  x   Yes    No If yes, please describe. Blankets, cooling & heating systems, furnace, and other home energy related materials/services may be provided depending on eligibility determination, needs and the case management result (including the extent an applicant household complies with the established case plan).

**GRANTEE Mississippi**

statutory references

2605(b)(5)

**WEATHERIZATION & OTHER ENERGY RELATED HOME REPAIR AND IMPROVEMENTS**

2605(c)(1)

(B) &amp; (D)

➔What LIHEAP weatherization services/materials do you provide?  
(Check all categories that apply.)

(types of assistance)

- ☒ Weatherization needs assessments/audits.  
☒ Caulking, insulation, storm windows, etc.  
☒ Furnace/heating system modifications/repairs  
☒ Furnace replacement  
☒ Cooling efficiency mods/repairs/replacement  
☐ Other (Please describe)

(benefit levels)

➔Do you have a maximum LIHEAP weatherization benefit/expenditure per household? ☐ Yes ☐ No

If Yes, what is the maximum amount? \$ 6,769

➔Under what rules do you administer LIHEAP weatherization? (Check only one.)

(types of rules)

- ☐ Entirely under LIHEAP (not DOE) rules  
☒ Entirely under DOE LIWAP rules  
☐ Mostly under LIHEAP rules with the following DOE LIWAP rule(s) where LIHEAP and LIWAP rules differ (Check all that apply):
- ☐ Weatherize buildings if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days
  - ☐ Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).
  - ☐ Other (Please describe)
  - ☐ Mostly under DOE LIWAP rules, with the following LIHEAP rule(s) where LIHEAP and LIWAP rules differ (Check all that apply.)
  - ☐ Weatherization not subject to DOE LIWAP maximum statewide average cost per dwelling unit.
  - ☐ Other (Please describe.)

**GRANTEE Mississippi**

2605(b)(6) The state administers LIHEAP through the following local agencies:

(agency designation)

☐ county welfare offices  
☒ community action agencies (weatherization component only)  
☒ community action agencies (heating, cooling or crisis  
☒ charitable organizations  
☐ not applicable (i.e. state energy office)  
☐ tribal office  
☒ other, describe: Two human resource agencies

➔ Have you changed local administering agencies from last year?

Yes ☒ No ☐

If yes, please describe how you selected them.

The Simpson County Human Resource Agency board of directors dissolved the agency and the funds were awarded to the local CAA office in Simpson County.

(agency designation)

➔What components are affected by the change?

2605(c)(1)(E)  
(targeting of  
assistance)

➔Please describe any additional steps (other than those described elsewhere in this plan) that will be taken to target assistance to households with high home energy burdens. **(This applies to all components. If all steps to target households with high home energy burdens are described elsewhere in this plan, no further information is required here.)**

**GRANTEE Mississippi**

statutory references

2605(b)(7) → Do you make payments directly to home energy suppliers?

Heating      \_\_\_\_\_ Yes        x   NoCooling      \_\_\_\_\_ Yes        x   NoCrisis      \_\_\_\_\_ Yes        x   NoIf Yes, are there exceptions? \_\_\_\_\_ Yes        x   No

If Yes, please describe.

2605(b)(7)(A) → If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (Please describe)

2605(b)(7)  
(B) & (C)

→ How do you make sure the home energy supplier performs what is required in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

**GRANTEE Mississippi**

statutory references

2605(b)(8)(B)→ Is there a difference in the way owners and renters are treated? If yes, please describe.

(owners  
and  
renters)

**HEATING ASSISTANCE**

\_\_\_\_\_ Yes ☒ No

**COOLING ASSISTANCE**

\_\_\_\_\_ Yes ☒ No

**CRISIS ASSISTANCE**

\_\_\_\_\_ Yes ☒ No

**WEATHERIZATION**

☒ Yes \_\_\_\_\_ No

\*Yes there is a home owner's agreement and the home owner is encouraged to participate in weatherization and the landlord will be restricted from raising the rent for two years.

**GRANTEE Mississippi**

statutory references

2605(b)(10)

➔How do you ensure good fiscal accounting and tracking of LIHEAP funds? (Please describe. Include a description of how you monitor fiscal activities.)

(See Attachment E)

(program,  
fiscal  
monitoring,  
and audit)

➔How do you monitor program activities? (Please be sure to include a description of how you monitor eligibility and benefit determination.)

The Virtual ROMA client tracking system automatically determines eligibility. The benefit level is determined at point of application. The application intake form and the program worksheet completed on behalf of clients are reviewed to insure that eligibility is properly determined. Also, the case plan completed on behalf of clients is reviewed to know how benefits are determined. No agency intake can be taken manually, except in case of natural disaster with written approval from the MDHS/DCS.

➔How is your LIHEAP program audited?  
Under the Single Audit Act?   x   Yes    No.  
If not, please describe:

For States and Territories:

➔Is there an annual audit of local administering agencies?   x   Yes    No  
If not, please explain.

**GRANTEE Mississippi**

statutory references

2605(b)(12)

➔How did you get timely and meaningful public participation in the development of the plan? (Please describe.)

timely and  
meaningful  
public  
participation)

The Mississippi Department of Human Services, Division of Community Services will be conducting the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Program under Title 26 of the Omnibus Budget Reconciliation Act of 1981, as amended. We conducted the hearing for the 2013 program on Thursday, June 28, 2012 at 10:00 a.m. at the Mississippi State Capitol, 400 High Street, Room 113, Jackson, Mississippi.

2605(a)(2)

➔

➔Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds? When and where?

  x   Yes          No

**(Not required for Tribes and tribal organizations)**

We conducted the hearing for the 2013 program on Thursday, June 28, 2012 at 10:00 a.m. at the Mississippi State Capitol, 400 High Street, Room 113, Jackson, Mississippi.

**GRANTEE Mississippi**

statutory references

2605(b)(13)

→ Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

(fair  
hearings)

→ Denials

Applicants are informed of their hearing rights during the application process. The intake form signed by each applicant has a statement which says "I understand that I have the right to appeal within thirty (30) days from date of notification from your office advising me that I may request a fair hearing if I am dissatisfied with the results of my application."

The State encourages and provides an opportunity for a fair administrative hearing process to an applicant whose claim for assistance under the State Plan is denied or is not acted upon with reasonable promptness. As a part of funding requirement, local subgrantees are required to submit a fair hearing plan. The Due process begins at the local level and concludes with a formal hearing after this level. The local Subgrantees are required to assist the complainant in the process. Any applicant who is dissatisfied initiates a request for a hearing by filing a written request with the local Subgrantee where the application was originally made. The applicant may represent themselves or seek the assistance of others including legal counsel. (Legal costs are not paid with LIHEAP funds.)

The local agencies conduct the initial hearing and provide for:

1. A hearing officer to conduct the hearing locally;
2. If it is not resolved on the local level, all the hearing materials are submitted to the state agency (MDHS/DCS) in order for the case to be reviewed, reach a decision, and notify the complainant of the decision reached based on facts and evidence.

The fair hearing process applies to all LIHEAP components. A detailed hearing process is in the LIHEAP Manual of Instructions given to all the local subgrantees.



**GRANTEE Mississippi****→ Applications Not Acted On In a Timely Manner**

Clients submitting Pre-Applications must receive notification of appointment for Orientation or services within fifteen days of submission of the Pre-application. Once intake is initiated, the client's application status must change to Waiting on Approval within ten days. Then the application must be acted upon with a change to Approved, Denied or Returned for Correction within two (2) days. Agency cancellations must occur within twenty-four hours after Approved. Afterwards any cancellation requests must be made by the Agency's Executive Director in writing to the Director of the Division of Community Services and must occur prior to the creation of the agency's electronic file for payment. Payment must occur within twenty (20) business days after application has been approved.

**GRANTEE Mississippi**

statutory references

2605(b)(15) → **For States and Puerto Rico only** (not applicable to Tribes and tribal organizations, or to territories whose annual regular LIHEAP allotments are \$200,000 or less):

(alternate outreach  
and intake)

→ Does the State agency that administers the following LIHEAP component also administer the State's welfare program?

**HEATING ASSISTANCE**

☒ Yes ☐ No

If yes, describe alternate process for outreach and intake:

The State Agency also administers the State Welfare Program, however different divisions administers the LIHEAP and Welfare Programs. The Division of Community Services partners with the Division of Economic Assistance, Division of Child Support and other divisions within the agency to ensure that low-income elderly, disabled families have access to all eligible services. All eighty-two counties across the state are serviced by qualified Case Manager/Caseworkers that provides outreach and intake services. The typical hours of operation for eligible entities are Monday-Friday from 7:30 am – 6:00 pm.

**COOLING ASSISTANCE**

☒ Yes ☐ No

If yes, describe alternate process for outreach and intake:

The State Agency also administers the State Welfare Program, however different divisions administers the LIHEAP and Welfare Programs. The Division of Community Services partners with the Division of Economic Assistance, Division of Child Support and other divisions within the agency to ensure that low-income elderly, disabled families have access to all eligible services. All eighty-two counties across the state are serviced by qualified Case Manager/Caseworkers that provides outreach and intake services. The typical hours of operations for eligible entities are Monday – Friday from 7:30 am – 6:00 pm.

**GRANTEE Mississippi****CRISIS ASSISTANCE**

☒ Yes ☐ No

If yes, describe alternate process for outreach and intake:

The State Agency also administers the State Welfare Program, however different divisions administers the LIHEAP and Welfare Programs. The Division of Community Services partners with the Division of Economic Assistance, Division of Child Support and other divisions within the agency to ensure that low-income elderly, disabled families have access to all eligible services. All eighty-two counties across the state are serviced by qualified Case Manager/Caseworkers that provides outreach and intake services. The typical hours of operations for eligible entities are Monday – Friday from 7:30 am – 6:00 pm.

statutory references

2605(b)(16)

➔Do you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance? (This assurance refers to activities such as needs assessments, counseling, and assistance with energy vendors.)

☒ Yes ☐ No

If yes, please describe these activities.

Activities include consumer education classes, vendor-sponsored workshops, low-cost, no-cost weatherization measures for clients eligible for the program.

If yes, how do you ensure that you don't use more than 5% (statutory ceiling) of your LIHEAP funds for these activities?

The State of Mississippi is aware of the limitation and assures that the 5% statutory ceiling requirement for assurance 16 will not be violated based on the allocation awarded to subgrantees and the Request for Cash and Reporting Worksheet.

**GRANTEE Mississippi**

## Statutory references

2607(A)

(leveraging)

➔ Please describe leveraging activities planned for the fiscal year. **(This entry is optional.)\*** Complete this entry if you plan to apply for LIHEAP leveraging incentive funds and to include in your leveraging report resources/benefits provided to low income households this fiscal year under criterion (iii) in 45 CFR 96.87(d)(2). Provide the following information for each:

- (1) Identify and described each resource/benefit;
- (2) Identify the source(s) of each resource; and
- (3) Describe the integration/coordination of each resource/benefit with the LIHEAP program, consistent with 1 or more of conditions A-H in 45 CFR 96.87(d)(2)(iii).

The State shall participate in the LIHEAP Leveraging Program. The State and local subgrantees will solicit non-federal dollars in order to qualify to compete for leveraging incentive funds. Based on 2012 leveraging amounts, the State plans to leverage a minimum of 10 percent more in FY2013. Several organizations, individuals, etc. will be contacted to make cash and in-kind contributions, such as discounts, arrearage forgiveness, fuel funds, credit, volunteer, WX materials, waivers: disconnections, deposits and reconnect fees, etc.

The State coordinates leveraging with the LIHEAP program to provide consumer education with our clients to encourage them to conserve energy and the disadvantages of getting services interrupted. It is more costly for the client and the utility providers to have re-connections. Leveraging resources also provide additional services to more clients in LIHEAP. Coordination also compliments our budget program in LIHEAP to allow clients to better manage resources.

\*Leveraged resources/benefits that are counted under criterion (iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantees LIHEAP plan and distributed as indicated in the plan. In addition, leveraging resources/benefits that are counted under criterion (ii) must be carried out under one or more components of the grantee's regular LIHEAP program.

**GRANTEE Mississippi**

statutory references

2605(b) →

Please describe performance goals and measures planned for the fiscal year. (This entry if optional.)

(Performance  
goals and  
measures)

See Attachment C

## ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- **Lobbying certification**, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments must be submitted. (Tribes and tribal organizations are **EXEMPT**)
- **Debarment** and suspension certification, which must be filed by all grantees.
- **Drug-free workplace requirement certification**, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services. STATES ONLY: If you have filed a statewide certification for the drug-free requirement, please check here: \_\_\_\_\_
- One of the new requirements included in the 1994 reauthorization of the statute is that grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.

See Attachment F

- Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106. This approval number expires September 30, 2013.

The LIHEAP Carryover and Reallocation Report will be submitted on July 1, 2012.

## ATTACHMENT A

### Statutory Reference 2605 (B) (2) “Eligibility and Benefit Determination”

Each applicant household requesting for LIHEAP assistance must complete application process for eligibility determination. The application process involves a **case management approach**. This approach is an interaction between the client and a case worker/manager. During the interaction process caseworker/case worker obtains vital information about social and economic conditions of the entire household. This process assists in identifying households’ needs including those with high energy burdens. It also helps to identify those households that are at risk or in crisis so that a **service plan** can be developed to assist these households to become stable and self-reliant.

Income eligibility is set at or below 60% of Federal Poverty Guidelines that are in effect at the time of submission of the application. An application is taken on the applicant household by the local subgrantee agencies. All applications taken must be taken in the Virtual ROMA system. Eligibility and benefit level are determined, and a copy of the application, approved (with an amount listed) or denied, is given to the applicant. Assistance from another program may also be provided to eligible households, especially those households enrolled in and complying with the established service plan. If an eligible client declared zero income in prior year and is in compliance with their case management plan, the client’s case must be reassessed before monetary assistance can be provided. If the client declared zero income in prior year and is not in compliance with the case management plan, the caseworker must show all attempts to assist the client in their efforts, but is not required to provide monetary assistance. Should a client who enrolled in case management fail to comply with the mutually agreed upon goals established in the service plan without a legitimate reason(s), cash assistance may be discontinued until there is evidence of compliance or legitimate reason(s). No cash assistance will be provided if a custodial parent (client) fail to provide evidence that he/she has or is willing to pursue child support from the absent parent or is out of compliance with TANF or other public assistance programs. However, other non-financial assistance such as case management, referral, etc. may be provided. If a client has a three month bill, an eligible household may receive energy assistance for their current month’s bill and may be eligible to receive assistance for additional months payment and will be determined on a case by case basis and/or situation. If an energy bill is in the deceased spouse’s name, the current head of household may be eligible for energy assistance. However, case managers will assist the client with changing the bill into the living spouse’s name where and when possible.

Priority is given to the elderly and disabled. In elderly/disabled zero income cases or crisis cases, clients will be assisted with LIHEAP and service plan done to access any resources available to the client, such as social security, disability, prescription assistance, etc. Live-in attendants income can be excluded if it is determined that (1) the live-in is essential to the care and well-being of the person; and (2) would not be living in the unit except to provide the necessary supportive services.

**NOTE:** A Case Plan is a process whereby a client and a case worker/manager jointly establish goal(s) designed to enhance the client's educational and job opportunities in order for the client to become stable, self-sufficient or thriving. The level of cash amount to be awarded to eligible households depends on the applicant's bill amount, the result of case management analysis and degree of participation on the established case plan.

There are two types of crisis situations, emergency crisis and non-emergency crisis.

A. Emergency crisis is a relief following a natural or man-made disaster that is considered unexpected or life threatening.

Examples:

1. Income loss within last 30 days due to layoff, consequences resulting in termination of benefits, or theft
2. Natural disaster (Fire, tornado, flood, etc.), and extreme inclement weather conditions as determined by the National Weather Service
3. Person(s) on life support
4. Unexpected expense (Death of immediate family member, funeral expense, high medical expense, etc.)

B. Non-Emergency crisis is any other causes that are not considered immediate life threatening.

Examples:

1. Employment
2. Education
3. Income Management
4. Other

**Crisis situations will be determined by the case manager and the client evaluation.**



## ATTACHMENT B

### GRANTEE Mississippi

#### **Statutory reference 2605 (b) (4) "Coordination of LIHEAP Activities"**

The State agrees to coordinate its activities under this title with similar and related programs administered by the Federal Government and the State, particularly low-income energy-related programs under Subtitle B of Title VI (relating to Community Services Block Grant Program), under the Supplemental Security Income Program under Part A of Title IV of the Social Security Act, under Title XX of the Social Security Act, under the Low-Income Weatherization Assistance Program, under Title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964, before the date of the enactment of this Act.

The Division of Community Services (DCS) of the Mississippi Department of Human Services administers LIHEAP, the Community Services Block Grant (CSBG), and the Low-Income Weatherization Assistance Program (WAP). By operating these programs under one division, it provides high potential for enhancing coordination. Also, it minimizes duplication of services between LIHEAP and other related programs under the Social Security Act, the Energy Conservation and Production Act and other related programs which are administered under the Economic Opportunity Act of 1964. A referral mechanism is in place (through the case management approach) to refer to, and receive referrals from other social service providers and energy vendors. LIHEAP clients identified as high energy users due to the poor condition of their homes are referred to the Weatherization Assistance Program, and priority is given to elderly and disabled individuals. Also the program is coordinated with the United States Department of Agriculture – Rural Development, Housing and Urban Development and local city governments.

Other forms of coordination involves soliciting local funds as leveraging from organizations, individuals, philanthropy agencies and energy vendors. The leveraging funds generated are used to maintain the level of service or to assist additional eligible clients. Subgrantees are encouraged to participate in leveraging local funds to supplement LIHEAP.

DCS will use one automated intake application for all the programs (LIHEAP, WAP, and CSBG), called the Virtual ROMA Tracking System. In addition, each applicant household's case folder (personal data information) is placed in one file known as a single filing system. The one intake application process and single filing system are viable means of coordinating efforts. It has the potential of cost savings. Another attribute is it enhances a case management approach by allowing licensed social workers, case workers, and case managers the opportunity to do a more thorough and comprehensive assessment of the economic and social conditions of all the household members and to provide service(s) accordingly for the attainment of stability and self-sufficiency.

## ATTACHMENT C

### LIHEAP SERVICE DELIVERY PLAN

#### LIHEAP GOALS

- (i) To help low-income people become more self-sufficient;
- (ii) To improve the conditions in which low-income people live;
- (iii) To support low-income people to own a stake in their community;
- (iv) To enhance partnerships among supporters and providers so that services to low-income people are achieved;
- (v) To build agencies capacity to achieve positive results;
- (vi) To help low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

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#### LIHEAP OBJECTIVES

Each agency **must** address the six LIHEAP goals shown in the attached goal section and each LIHEAP goal and outcome measure **must be quantified**. Agencies must ensure that they have reviewed previous year totals to estimate more accurate totals for upcoming year. The LIHEAP goals and objectives should be integrated and reported as part of Virtual ROMA. All clients with high energy burdens **must** be referred to Weatherization.

##### A. GOAL

To target and provide financial assistance and consumer education to all low income households being served, taking into account both energy consumption and vulnerability of one or more household members (disabled, elderly and children) while at the same time reducing the client's burden of energy costs/consumption.

**Note:** The goals may be measured by one or more of the following outcome measures as shown after each goal. Each Agency may select one or more of the outcome measures for each goal. Quantify the number of clients to be assisted under each goal.

#### OUTCOME MEASURES

1. Stabilize clients after LIHEAP and/or weatherization assistance.
2. Stabilize the vulnerable (disabled, elderly, and children) targeted households served, as well as those involved in case management to become self-sufficient.

## **MEASURABLE ACTIVITIES**

1. Obtain energy statements and/or bills of clients 6 months before and 6 months after energy assistance. Calculate and compare the statements and/or bills for the (12) month period, paying particular attention to justify the increase and decrease of the clients' statements and/or bills. Maintain an accurate record and/or bills of clients 6 months before and 6 months after energy assistance. Calculate and compare the statements and/or bills for the (12) month period, paying particular attention to justify the increase and decrease of the clients' statements and/or bills.
2. Provide counseling and maintain an accurate record of energy consumption orientations and private individual sessions. Maintain an accurate record of LIHEAP households who completed financial assistance/counseling sessions.
3. Maintain an accurate record of the number of clients referred to the Weatherization Assistance Program that actually received services.

## **B. GOAL**

To increase energy affordability for LIHEAP recipient households.

## **OUTCOME MEASURES**

1. Increase the number of households participating in the vendor- sponsored low-income programs, for example, vendor participation workshops.
2. Increase the number of previously served LIHEAP recipients making regular utility payments to vendor/suppliers.

## **MEASURABLE ACTIVITIES**

1. Obtain from vendors a copy of the clients' payments 6 months before and 6 months after energy assistance for a comparison analysis.
2. Maintain an accurate record of the clients participating in vendor-sponsored programs.
3. Provide counseling and maintain an accurate record of energy conservation orientations and provide individual sessions.

**C. GOAL**

To increase efficiency of energy consumption for LIHEAP recipient households.

**OUTCOME MEASURES**

1. Increase the serviceable number of LIHEAP recipient households weatherized, including low/no-cost energy related home repair(s).
2. Increase the number of LIHEAP recipient households practicing energy conservation and receiving energy counseling and/or education.
3. Decrease the number of repeat LIHEAP households requiring intense targeting for regular assistance or crisis intervention.

**MEASURABLE ACTIVITIES**

1. Maintain an accurate record of the number of recipient households that were served.
2. Maintain an accurate record of the number of referrals to other programs/services.
3. Maintain an accurate record of the number of recipient households practicing effective energy conservation from the “client survey”.
4. Maintain an accurate record of the number of clients whose energy burden was reduced due to LIHEAP in combination with other energy resources, i.e., utility discounts.

**D. GOAL**

Perform leveraging activities to serve additional LIHEAP clients or provide a greater level of assistance to stabilize clients.

**OUTCOME MEASURES**

1. Serve additional LIHEAP clients.
2. Increase leveraging activities to generate a minimum amount of 15% of funds from the prior year to serve additional LIHEAP clients, not to include a one-time major contribution (anything less than \$25,000 will not be considered a major contribution).
3. Solicit non-federal funds from philanthropic organizations.
4. Solicit in-kind gifts from philanthropic organizations and individuals.

## **MEASURABLE ACTIVITIES**

1. Maintain an accurate number of LIHEAP clients served from leveraged funds.
2. Maintain an accurate listing of solicitations and funds received from foundations, corporations, and organizations.
3. Maintain an accurate number of households who were referred to non-LIHEAP energy related programs.

## **E. GOAL**

To perform whole-house weatherization measures to a designated number of homes using LIHEAP funds, targeting households in which at least one member is elderly, disabled or a small child to reduce the energy cost/consumption of the household.

## **OUTCOME MEASURES**

1. To decrease the energy cost/consumption of low-income households.
4. To increase the indoor quality of the homes of low-income households by addressing health and safety issues within the home.

## **MEASURABLE ACTIVITIES**

1. Provide consumer education to household members participating and maintain record of all sessions.
2. Maintain an accurate record of the make-up of all households participating to include vulnerable household members.
3. Obtain statements from an adult household member to verify if the weatherization measures completed on the home have made a noticeable difference in the heating/cooling of the home.
4. Obtain energy bills for participating households for comparison over a 6-month period to observe actual increases/decreases in energy cost/consumption.

## **F. GOAL**

Low income people, especially vulnerable populations, achieve their potential by Strengthening Family and Other Supportive Services.

## **OUTCOME MEASURES**

1. To increase the number of low-income individuals or families served by Community Action that sought emergency assistance and increase the percentage of those households for which assistance was provided, including LIHEAP.
2. To increase the number of vulnerable population showing improvement as a result of receiving LIHEAP assistance, or benefit.
3. To increase the number of households for which LIHEAP assistance avoids a loss of energy service.
4. Increase the number of households in crisis whose emergency needs are ameliorated due to LIHEAP assistance or benefit.
5. Increase the number of high consumption households realizing a reduction in energy burden as a result of receiving LIHEAP assistance or benefit and increase the number of households for which LIHEAP assistance avoids a loss of energy service.
6. Increase the number of LIHEAP recipients making regular payments to energy suppliers as a result of financial counseling and increase the number of LIHEAP recipient households who received low/no cost energy related home repair through WAP.
7. Increase the number of LIHEAP households who completed financial assistance/counseling sessions.

## **MEASURABLE ACTIVITIES**

1. Maintain an accurate record of the number of individuals or families that sought emergency assistance and note the percentage of those households assisted.
2. Maintain an accurate record of the number of households whereby supportive services were provided.
3. Maintain an accurate record of the households that avoided energy service

## ATTACHMENT D

### GRANTEE Mississippi

**Statutory Reference 2605 (b) (5)**  
**2605 (b) (2)**  
**2605 (b) (8)(A)**  
**2605(b) (10)**

The State assures through Virtual ROMA that it will provide, in a timely manner, the highest level of assistance to those households (with the highest home energy needs which takes into account both the energy burden and the unique situation of the vulnerable population) which have the lowest incomes and the highest home energy cost in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in the above referenced clauses.

The State further assures that it will not differentiate in the treatment of households eligible for services because of their income and as the recipients of TANF, Food Stamps, SSI or certain means-tested veterans program certified as “categorically eligible”. This applies to all LIHEAP components (cooling, heating, crisis and weatherization).

The specific measures to ensure there is no difference in eligibility determination and benefit amounts is not to use categorical eligibility in all components. All applicant households must complete the established application process, case management process and eligibility determination described on Attachment B before assistance is provided.

The utilization of Virtual ROMA has resulted in additional fiscal control tracking capabilities for LIHEAP funds by:

- All LIHEAP funds expended must originate via Virtual ROMA.
- LIHEAP payments only occur based on client services that are in “approved” status in Virtual ROMA.
- Greater visibility by State to view, monitor and track fiscal process and payment on a state-wide basis across agencies.
- Programmatic staff must work closely with fiscal staff to determine timeframe for payment so that program reports are generated for the specified timeframe and given to fiscal.
- Fiscal compares, reviews and authorizes payment report before any payment. Any discrepancies identified between Program Reports and the electronic payment files are reconciled by Fiscal and Program before payment occurs.
- Virtual ROMA prohibits approvals from unauthorized program users and restricts any Fiscal User from the ability to approve client services.

- Energy vendors who are registered users of Virtual ROMA are able to review their clients' approved amounts and compare to ensure accuracy of amounts and clients' accounts.



## ATTACHMENT E

The State requires all local Subgrantees requesting LIHEAP funds to submit Monthly Reporting Worksheets. These Reporting Worksheets show expenditures such as Program Assistance (regular), ECIP, Program Support and Administration. They also show expenditures by cost category and line items. Documentation from Virtual ROMA will be required to support costs reflected on Reporting Worksheets and Requests for Cash as a means to adhere to mandates by DPI to monitor costs reported for the month. Also Requests for Cash are submitted based on current needs. Federal funds made available to the State under this title will disburse administrative and programmatic funds to local Subgrantees in accordance with the LIHEAP Statute, and the overall contractual allocation for each subgrantee regulates the maximum allowable expenditures. Procedural manuals are in place which covers a range of fiscal and accounting rules and regulations with which Subgrantees must comply. Also, to further account for LIHEAP federal funds, 19 of 20 DCS Subgrantees use the same accounting software, GMS, which allows tracking through Virtual ROMA. It allows easy access in training new personnel, as well as existing personnel in the effective use of the GMS software and DCS requirements. DCS requires that Subgrantees use the MS State Personnel Board policies and procedures in filling vacant financial positions. These procedures assure that eligible entities require at least the minimum qualifications outlined by the MS State Personnel Board in order to maintain qualified financial staff. Subgrantees will not be required to replace existing staff who have already been employed in these positions, however, eligible entities must assure that existing staff is properly trained to function in their current capacity.

Local subgrantees are required to have and submit an annual audit. Audits are performed annually by an independent Certified Public Accountant on each local Subgrantee. Also, the State complies with the Single Audit Act requirement.

Subgrants will be monitored annually by the Division of Program Integrity. Periodic reviews to the subgrantee, both announced and unannounced will be conducted by the Division of Community Services.

The State continuously provides training and technical assistance to the subgrantees on program and fiscal management to enhance program compliance and quality service delivery to eligible households. DCS program and fiscal staff also conduct special training targeted at new subgrantee staff to ensure program compliance.

## ATTACHMENT F ADDITIONAL DCS POLICIES

*Utilization of Federal Dollars on Drug Related Felons.* The Personal Responsibility and Work Opportunity Reconciliation Act permanently bars any individual with a drug-related felony conviction from receiving cash assistance. The conviction includes drug use, possession or distribution. The ban includes pregnant women or people participating in drug treatment.

- A. *Drug Related: Misdemeanor.* Individuals with drug-related crimes may be eligible for DCS services based on a case by case basis including the threat of health and other life threatening circumstances. The individual must comply with all the stipulations of their release and provide evidence to support compliance. Assistance will be based on a case by case basis. An informative letter should be provided to the Division of Community Services once the case has been approved.
- B. *Other Felons/Misdemeanors.* Individuals with non-controlled substance convictions who have successfully served their time must comply with all the conditions of their release and provide evidence they are in compliance. If those conditions apply, they are eligible for assistance for DCS administered funds.

Source: *The Personal Responsibility and Work Opportunity Reconciliation Act of 1996*

### Penalties, Fees and Other Criminal Activity Policy

To address questions regarding whether Community Services funding programs can be utilized to pay fees as a result of illegal activities, insufficient funds, late fees and reconnect fees. Federal dollars will not be utilized to pay for any criminal act that may be punishable with fines, fees, other penalties and/or imprisonment.

#### A. Criminal / Illegal Activities

- i. Any applicant submitting invoices for payment which explicitly state that part of the bill is inclusive of any illegal activity such as tampering and other theft for services will not be an allowable expense and therefore Community Services funds cannot be utilized to pay such expenses.
- ii. The vendor can adjust the bill to reflect the amount less the fees and the sub-grantee can pay the portion that does not include such fees and penalties. Community Services funds cannot be utilized to pay such fees.

## B. Reconnect/Late Fees

- i. Reconnect/Late fees resulting as a result of a client losing service due to the inability to pay can be paid upon approval by supervisor. The agency should be careful not to expend a large percentage of funds paying reconnect fees. During Orientation and other informative sessions, sub-grantees should reiterate to clients the necessity of making timely payments or making payment arrangements with the vendor in order to avoid such fees. Paying reconnect/late fees on behalf of clients due to negligence on behalf of the sub-grantees failure to make timely payment(s) will not be eligible for utilizing Community Services funds.

## C. Deposits

- i. Deposits can be paid once using Community Services funds except in emergency or life-threatening situations with a lifetime limit of two deposits.

## **Eligibility and Assistance**

*Serving Involuntary Emancipated Individuals.* Emancipated minors for the purpose of receiving federal assistance for the Community Services Funding Program are those who have received emancipation initiated by the court through a court action through the State of Mississippi's social service procedures.

*Applicants must be eighteen (18) years of age or older or an emancipated minor and must be head of household.* Each applicant must provide the necessary information to complete an application, and must sign the application in the presence of the designated staff. Necessary information needed to determine eligibility is as follows but not limited to:

- Photo I.D. for all household members eighteen (18) or older.
- Social Security cards for all household members.
- Copy of certified Birth Certificates for all household members.
- Proof of household Gross Income.

*Related and/or personal interest cases.*

- A. Any employee and relatives and/or personal interest cases of employees may apply for and receive assistance; however there are special procedures for taking and processing applications for employees and individuals related to, or of personal interest to, an employee as listed below. An employee is considered to have a potential conflict of interest when his or her family member receives services in which the employee directly completes the client intake or partake in the approval process. In this occurrence, the caseworker should effectively recuse oneself from any involvement with the case. The county staff member is prohibited to take the application of a fellow employee.

- B. The Program Director is responsible for taking and processing applications for employees or personal interest cases and for submitting the case to the Executive Director for review and authorization of the approval or denial. Applications for assistance from Program Directors or their relatives will be taken and processed by the Executive Director. Applications received from individuals who have a close relationship with any employee will be submitted to the Executive Director for review and authorization or denial.
- C. The relatives for who the special procedures must be used include employee's spouse/ex-spouse, grandparents (also great and great-great grandparents), parents, (including stepparents), brothers and sisters (including stepbrothers and stepsisters, half-brothers and half-sisters), children (including stepchildren), grandchildren (also great and great-great grandchildren), aunts, uncles, nieces, nephews, first & second cousins, and these relatives of an employee's spouse who are related to this degree of marriage.
- D. Furthermore, no preferential treatment will be granted to the employee and his or her relatives and/or personal interest cases. The equivalent process for requesting and receiving assistance that applies for the general public applies in this case also.

### **Immigration Status**

*Serving an Illegal Alien.* If the Head of Household is an illegal alien, the application should be denied for the entire household.

If an individual within a household is an illegal alien, does not disclose citizenship or establish satisfactory immigration status, ineligibility exists only for the individual member and not the entire household. The remaining household members should have eligibility determined. During the application process, any individuals within the household who do not wish to comply with citizenship and alien status requirements are considered "Non-Applicants" and should not be questioned about citizenship/alien status. However, these individuals must disclose and verify income and other information needed to establish the eligibility of the household. Eligibility cannot be determined when a Non-Applicant fails to disclose income, therefore, the application should be denied for the entire household. If adequate documentation of immigration status is subsequently provided for the Non-Applicant, the worker shall act upon the reported change in accordance with appropriate timeliness standards.

*Verification of Alien Status.* Most aliens who have entered the United States legally have in their possession documents that were issued by the United States Citizenship and Immigration Services (USCIS) which contains the person's immigration status and the date that person entered the country, or adjusted to the status shown on the card. It is the responsibility of the applicant to provide the USCIS documents prior to eligibility determination. If the applicant does not provide documents establishing alien status on a timely basis or if alien status is questionable, the eligibility of the remaining household members shall be determined.

The most common documents used to verify alien status include, but are not limited to:

- Form I-551- Resident Alien Card and Conditional Resident Alien Card
- Form I-151- Alien Registration Receipt Card
- Form I-94- Arrival-Departure Record (Annotated with Section 207 or refugee, asylum, or paroled)
- Form I-688- Temporary Resident Card
- Unexpired foreign passport when it contains an endorsement “Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence”

*Reporting Illegal Aliens.* When a household or person indicates inability or unwillingness to provide documentation of alien status for any household member, that (non-applicant) member should be classified as “Ineligible”, not illegal. Workers are cautioned that a determination that a person is Ineligible is not equivalent to a determination that a person is an illegal alien.

A person will be reported to the appropriate USCIS office under the following circumstances:

1. The applicant, another household member or the authorized representative admits that illegal aliens are present in the household;
2. USCIS documents presented by the household during the application process are determined to be forged;
3. A formal order of deportation or removal is presented by the household during the application process.

### **Sanction**

Sanctions that occurred as a result of Child Support or any illegal acts involving the use of Community Services Funded Programs will result in sanction from receiving any Community Services Funding except or until the sanction has been removed or an agreement made with the sanctioning agency. If the household consists of a vulnerable adult/child, Community Services Funding may be utilized with the approval of supervisory staff.

**ATTACHMENT G**  
**LIHEAP HOUSEHOLD REPORT**

OMB Control No. 0970-0060

**LHIEAP Household Report--Federal Fiscal Year 2011--Long Format**

Expiration Date: 10/31/14

Grantee Name:

State of Mississippi

Contact Person:

Sollie B. Norwood

Phone:

601-359-4768

Date:

12/22/2011

The **LHIEAP Household Report--Long Format** is for use by the 50 States, District of Columbia, and the Commonwealth of Puerto Rico. This Federal Report provides data on both LHIEAP assisted and applicant households for Federal Fiscal Year (FFY) 2011, the period of October 1, 2010 - September 30, 2011. The Report consists of the following sections: (1) **LHIEAP Assisted Household Format** and (2) **LHIEAP Applicant Household Format**. Data on assisted households are included in the Department's annual LHIEAP Report to Congress. The data are also used in the measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) **required** data which must be reported under the LHIEAP statute and (2) **requested** data which are optional. In response to House Report 103-483 and Senate Report 103-251, Both the LHIEAP Household Report--Long Format (the Excel file name is *hhsrpt.xls*) and the instructions on completing the Report (the Word file name is *hhsrptins.doc*) can be downloaded in the Forms sections of the Office of Community Services' LHIEAP web site at: [www.acf.hhs.gov/programs/ocs/lhieap/grantees/forms/hhmhhousehold\\_report](http://www.acf.hhs.gov/programs/ocs/lhieap/grantees/forms/hhmhhousehold_report). Do not include data for the column, "Number of assisted households", and the column, "Number of applicant households," as the totals will be calculated automatically for each type of LHIEAP assistance by a formula as the poverty level data are entered.

Do the data below include estimated figures?

No

Yes

If "Yes," Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

X

**1. LHIEAP ASSISTED HOUSEHOLD FORMAT**

Type of assistance	Mark "X" to indicate estimated data	Number of assisted households	Percent of 2010 HHS Poverty Guidelines, based on gross income and household size						At least one member who is			REQUESTED DATA	
			Under 75%	75%-100%	101%-125%	126%-150%	Over 150%	60 years or older	Disabled	Age 5 years or younger	Elderly, Disabled, or Young Child	At least one member who is Age 2 years and younger	Age 3 years through 5 years
Heating		30,369	13,058	8,069	6,187	2,030	1,025	14,070	11,433	4,435	12,276		
Cooling		29,208	15,061	8,108	3,970	1,850	219	9,765	15,597	6,499	20,746		
Winter/year round crisis		2,124	909	650	295	117	153	892	697	455	816		
Summer crisis		807	467	205	97	32	6	272	457	199	638		
Other crisis (specify)		0											
Weatherization		1,209	376	511	248	68	6	649	601	81	531		
Any type of LHIEAP assistance		32,951						16,763	18,756	6,573	25,058		

Notes: Include any notes below for section 1 (indicate type of assistance and item being referenced):

= not applicable

**2. LHIEAP APPLICANT HOUSEHOLD FORMAT (regardless of whether households were assisted)**

REQUIRED DATA								
Type of assistance	Mark "X" to indicate estimated data	Number of applicant households	2010 HHS Poverty Guideline interval, based on gross income and household size					Income data unavailable
			Under 75%	75%-100%	101%-125%	126%-150%	Over 150%	
Heating		43,754	19,235	11,451	8,121	2,964	1,983	
Cooling		50,881	26,685	11,228	6,516	3,620	2,832	
Winter/year round crisis		2,234	938	678	348	117	153	
Summer crisis		816	469	212	96	32	7	
Other crisis (specify)		517	201	99	114	75	28	
Weatherization		1,440	459	569	283	115	14	

Notes: Include any notes below for section 2 (indicate type of assistance, and item the note is referencing):

**ATTACHMENT H**  
**2013 TENTATIVE ALLOCATIONS**



			Total Allocation	Admin.	Program Support	Program Assistance	ECIP
<b>AJFC</b>							
	Adams	1.44%	191,188	5,167	9,301	167,884	8,836
	Claiborne	0.62%	82,317	2,225	4,005	72,283	3,804
	Copiah	1.10%	146,047	3,947	7,105	128,245	6,750
	Franklin	0.32%	42,486	1,148	2,067	37,308	1,964
	Jefferson	0.45%	59,746	1,615	2,907	52,464	2,761
	Lawrence	0.43%	57,091	1,543	2,777	50,132	2,639
	Lincoln	1.14%	151,358	4,091	7,363	132,908	6,995
	Total	5.50%	730,233	19,736	35,525	641,224	33,749
<b>Bolivar Co.</b>							
	Bollivar	2.25%	298,732	8,074	14,533	262,319	13,086
	Total	2.25%	298,732	8,074	14,533	262,319	13,086
<b>Central MS</b>							
	Attala	0.75%	99,577	2,691	4,844	87,440	4,602
	Carroll	0.38%	50,453	1,364	2,454	44,303	2,332
	Grenada	0.89%	118,165	3,194	5,749	103,762	5,461
	Holmes	1.39%	184,550	4,988	8,978	162,055	8,529
	Leflore	2.33%	309,353	8,361	15,050	271,646	14,297
	Montgomery	0.50%	66,385	1,794	3,230	58,293	3,804
	Yalobusha	0.62%	82,317	2,225	4,005	72,283	3,804
	Total	6.86%	910,800	24,617	44,310	799,782	42,829
<b>Coahoma</b>							
	Coahoma	1.60%	212,432	5,741	10,335	186,538	9,818
	Total	1.60%	212,432	5,741	10,335	186,538	9,818
<b>Gulf Coast</b>							
	George	0.44%	58,419	1,579	2,842	51,298	2,700
	Greene	0.34%	45,142	1,220	2,196	39,639	2,086
	Hancock	0.96%	127,459	3,445	6,201	111,923	5,891
	Harrison	4.31%	572,238	14,235	27,839	502,486	26,447
	Stone	0.40%	53,108	1,435	2,584	46,634	2,454
	Total	6.45%	856,366	21,914	41,662	751,980	39,578
<b>Hinds CO.</b>							
	Hinds	8.92%	1,184,306	32,008	57,615	1,039,949	57,734
	Total	8.92%	1,184,306	32,008	57,615	1,039,949	57,734

**Jackson CO.**

Jackson	3.20%	424,863	11,483	20,669	373,076	19,636
Total	3.20%	424,863	11,483	20,669	373,076	19,636

**Lift, Inc.**

Calhoun	0.51%	67,713	1,830	3,294	59,459	3,129
Chickasaw	0.77%	102,233	2,763	4,973	89,711	4,725
Itawamba	0.53%	70,368	1,902	3,423	61,791	3,252
Lafayette	1.54%	204,465	5,526	9,947	179,543	9,450
Lee	2.50%	331,924	8,971	16,148	291,465	15,340
Monroe	1.25%	165,962	4,485	8,074	145,733	7,670
Pontotoc	0.77%	102,233	2,763	4,973	89,711	4,725
Union	0.79%	104,888	2,835	5,103	92,103	4,848
Total	8.66%	1,149,786	31,075	55,935	1,009,516	53,139

**Madison CO.**

Madison	2.03%	269,523	7,284	13,112	236,670	12,456
Total	2.03%	269,523	7,284	13,112	236,670	12,456

**Mid-State**

Desoto	2.30%	305,370	8,253	14,856	268,148	14,113
Panola	1.65%	219,070	5,921	10,657	192,367	10,125
Quitman	0.48%	63,729	1,722	3,100	55,961	2,945
Tallahatchie	0.68%	90,283	2,440	4,392	79,279	4,173
Tate	0.75%	99,577	2,691	4,844	87,440	4,602
Tunica	0.50%	66,385	1,794	3,230	58,293	3,068
Total	6.36%	844,414	22,821	41,079	741,488	39,026

**Multi CO.**

Clarke	0.62%	82,317	2,225	4,005	72,283	3,804
Jasper	0.64%	84,973	2,297	4,134	74,615	3,927
Kemper	0.37%	49,125	1,328	2,390	43,137	2,270
Lauderdale	2.68%	355,823	9,617	17,310	312,451	16,445
Newton	0.64%	84,973	2,297	17,310	74,615	3,297
Wayne	0.79%	104,888	2,835	5,103	92,103	4,848
EC-Neshoba	1.05%	139,408	3,768	6,782	122,415	6,443
EC-Scott	1.17%	155,341	4,198	7,557	136,406	7,179
EC-Smith	0.49%	6,507	1,758	3,165	57,127	3,007
Total	8.45%	1,063,355	30,323	67,756	985,152	51,220

**Notheast MS**

Alcorn	0.99%	131,442	3,552	6,394	115,420	6,075
Marshall	1.29%	171,273	4,629	8,332	150,396	7,916
Prentiss	0.89%	118,165	3,194	5,749	103,762	5,461
Tishomingo	0.69%	91,611	2,476	4,457	80,444	4,234

	Total	3.86%	512,491	13,851	24,932	450,022	23,686
<b>PRVO</b>							
	Covington	0.86%	114,182	3,086	5,555	100,264	5,277
	Forrest	3.20%	424,863	11,483	20,669	373,076	19,636
	Jeff Davis	0.59%	78,344	2,117	3,811	68,786	3,620
	Jones	2.60%	345,201	9,330	16,794	303,124	15,954
	Lamar	1.07%	142,064	3,840	6,911	124,747	6,566
	Marion	1.06%	140,736	3,804	6,847	123,581	6,504
	Pearl River	1.95%	258,901	6,997	12,595	227,343	2,700
	Perry	0.44%	58,419	1,579	2,842	51,298	2,700
	Total	11.77%	1,562,710	42,236	76,024	1,372,219	62,957
<b>Prairie Opp.</b>							
	Choctaw	0.34%	45,142	1,220	2,196	39,639	2,086
	Clay	0.82%	108,871	2,942	5,296	95,601	5,032
	Lowndes	1.99%	264,212	7,141	12,854	232,007	12,211
	Noxubee	0.63%	83,645	2,261	4,069	73,449	3,866
	Oktibbeha	2.27%	301,387	8,146	14,662	264,651	13,929
	Webster	0.41%	54,436	1,471	2,648	47,800	2,516
	Winston	0.68%	90,283	2,440	4,392	79,279	4,173
	EC-Leake	0.71%	94,267	2,548	4,856	82,776	4,357
	Total	7.85%	1,042,243	28,169	50,973	915,202	48,170
<b>Rankin HRA</b>							
	Rankin	2.17%	288,110	7,787	14,016	252,992	13,315
	Total	2.17%	288,110	7,787	14,016	252,992	13,315
<b>South Central</b>							
	Simpson	1.06%	141,796	3,804	6,487	124,641	6,504
	Total	1.06%	141,796	3,804	6,487	124,641	6,504
<b>Southwest MS</b>							
	Amite	0.59%	78,334	2,117	3,811	68,786	3,620
	Pike	1.75%	232,347	6,280	11,303	204,026	10,738
	Walthall	0.58%	77,006	2,081	3,746	67,620	3,559
	Wilkinson	0.45%	59,746	1,615	2,907	52,464	2,761
	Total	3.37%	447,433	12,093	21,767	392,896	20,678
<b>Sunflower</b>							
	Humphreys	0.64%	47,797	1,292	2,325	41,971	2,209
	Sunflower	1.52%	201,810	5,454	9,818	177,211	9,327

	Total	2.16%	249,607	6,746	12,143	219,182	11,536
<b>United</b>							
	Benton	0.36%	47,797	1,292	2,325	41,971	2,209
	Tippah	0.83%	110,199	2,978	5,361	9,676	5,093
	Total	1.19%	157,996	4,270	7,686	51,647	7,302
<b>WWISCAA</b>							
	Issaquena	0.14%	18,588	502	904	16,322	859
	Sharkey	0.29%	38,503	1,041	1,873	33,810	1,779
	Warren	1.52%	201,810	5,454	9,818	177,211	9,327
	Washington	3.03%	402,292	10,873	19,571	353,256	18,592
	Yazoo	1.32%	175,256	4,737	8,526	153,894	8,100
	Total	6.30%	836,449	22,607	40,692	734,493	38,657

**ATTACHMENT I**  
**LEGAL NOTICE**

LEGAL GRANTS  
(Block Grants)  
MISSISSIPPI DEPARTMENT OF  
HUMAN SERVICES  
Division of Community Services  
Legislative Public Hearing

The Mississippi Department of Human Services, Division of Community Services will be conducting the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs under Title 26 of the Omnibus Budget Reconciliation Act of 1981, as amended. The hearing for the 2013 programs is scheduled for Thursday, June 28, 2012 at 10:00 a.m. at the Mississippi State Capitol, 400 High Street, Room 113, Jackson, Mississippi .

The Community Services Block Grant provides funds for a range of activities to ameliorate the causes and effects of poverty. For Fiscal Year 2013, at least 90 percent of the funds allocated to the State through these grants will be contracted to non-profit community action agencies, migrant seasonal farm worker organizations or community-based organizations that meet the eligibility requirements as described in Section 675 of the Community Services Block Grant Act, as amended. The eligibility requirements for the program are outlined in the application process.

The Low-Income Home Energy Assistance Program assists eligible households to pay the costs of home energy bills and other energy-related services, for example, wood, kerosene, electricity, gas, heaters, blankets, fans and air conditioners. For Fiscal Year 2013, at least 90 percent of the funds allocated to the State through these grants will be contracted to private, nonprofit, and public agencies designated in accordance with Public Law 97-35, as amended. The eligibility requirements for the program are outlined in the application process.

Copies of the state plans are available for review at the Mississippi Department of Human Services by calling 601-359-4768 or 1-800-421-0762.

Inquiries, comments or suggestions regarding the block grant plan and/or eligibility requirements must be received on or before July 2, 2012 by the Division of Community Services, P. O. Box 352, Jackson, Mississippi 39205. Public comments will be reviewed before finalizing the 2013 State Plan for these programs.

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF COMMUNITY SERVICES**

**MEMORANDUM**

TO: Denise Williams  
Department of Purchasing

FROM: Tina Ruffin  
Division of Community Services

DATE: June 4, 2012

SUBJECT: Publication of Legal Notice

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The Division of Community Services requests that a legal notice concerning the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs be published in the classified section of the twelve newspapers listed (See attachment). The information should be advertised on June 14, 2012 and June 21, 2012 and should appear one time in each newspaper. Please send us the copies of the newspaper advertisements from three different publishers as soon as they are announced.

Should you have any questions, please contact Tina Ruffin at 94766.

SBN:tr

Attachments

Mississippi Department of Human Services  
Division of Community Services

**NEWSPAPERS**

- |  |   |
|--|---|
| 1. <b>The Jackson Advocate</b><br>115 East Hamilton<br>Jackson, MS 39202           | 7. <b>The Clarion Ledger</b><br>Post Office Box 40<br>Jackson, MS 39205-0040              |
| 2. <b>The Natchez Democrat</b><br>Post Office Box 1447<br>Natchez, MS 39121-39221  | 8. <b>The Vicksburg Evening Post</b><br>Post Office Box 951<br>Vicksburg, MS 39180        |
| 3. <b>The Commercial Dispatch</b><br>Post Office Box 511<br>Columbus, MS 39703     | 9. <b>The Northeast MS Daily Journal</b><br>Post Office Box 909<br>Tupelo, MS 38801       |
| 4. <b>The Delta Democrat Times</b><br>Post Office Box 1618<br>Greenville, MS 38701 | 10. <b>The Hattiesburg American</b><br>Post Office Box 1111<br>Hattiesburg, MS 39401      |
| 5. <b>The Daily Corinthian</b><br>Post Office Box 119<br>Corinth, MS 38834         | 11. <b>The Clarksdale Press Registrar</b><br>Post Office Box 1119<br>Clarksdale, MS 38614 |
| 6. <b>The Gulf Publishing Company</b><br>Post Office Box 4567<br>Biloxi, MS 39535  | 12. <b>The Meridian Star</b><br>Post Office Box 1591<br>Meridian, MS 39301                |



**ATTACHMENT J**

**CERTIFICATIONS REGARDING ENVIRONMENTAL TOBACCO SMOKE**

**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS**

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public law 103-227, also known as the Pro-Children Act of 1994 (act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grants, contract loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences, Portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and. / or the imposition an administrative compliance order on the responsible entity.

By signing this certification, the offer or/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

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Signature

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Title

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Organization

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Signature

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Title

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Organization

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions**

#### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the

method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

#### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower

tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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#### Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither

it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

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### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:



*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

## Certification Regarding Drug-Free Workplace Requirements

### Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such

conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check if there are workplaces on file that are not identified here.

#### Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

**ATTACHMENT K****LIHEAP PROGRAM INTEGRITY PLAN**

HHS is requiring details on the FY 2013 plan for preventing and detecting fraud, abuse, and improper payments. DCS is requiring sub grantees to highlight and describe all elements of the FY 2013 plan that represents improvement or changes to the FY 2012 plan for preventing and detecting fraud, abuse and improper payments.

In the attached chart, the agency must provide a full description of the plans and strategy for each area. Responses must explicitly explain whether any changes are planned for the new FY. Agencies must submit a response to all items listed:

**ATTACHMENT L**  
**SAMPLE PROGRAM INTEGRITY ASSESSMENT SUPPLEMENT TEMPLATE**  
 Low Income Home Energy Assistance Program (LIHEAP)

**ABSTRACT:**

HHS is requiring further detail from Grantees on their FY2013 plans for preventing and detecting fraud, abuse, and improper payments. HHS is also requiring that Grantees highlight and describe all elements of this FY2013 plan which represent improvements or changes to the Grantees' FY2013 plan for preventing and detecting fraud, abuse and improper payment prevention.

*Instructions: Please provide full descriptions of the Grantee's plans and strategy for each area, and attach/reference excerpts from relevant policy documents for each question/column. Responses must explicitly explain whether any changes are planned for the new FY.*

<b>Mississippi Department of Human Services, Division of Community Services FY2013</b>	<b>MDHS/DCS is requiring further detail from Subgrantee Agencies on their FY2013 plans for preventing and detecting fraud, waste and improper payments. MDHS/DCS is also requiring that agencies highlight and describe all elements of the FY2013 plan which represent improvements or changes to the agency's FY2012 plan for preventing and detecting fraud, abuse and improper payment prevention.</b>	<b>Date/Fiscal Year:</b>	
<b>RECENT AUDIT FINDINGS</b>			
<b>Describe any audit findings of material weaknesses and reportable conditions, questioned costs and other findings cited in FY2013 or the prior three years, in annual audits, Grantee monitoring assessments, Inspector General reviews, or other Government Agency reviews of LIHEAP agency finances.</b>	<b>Please describe whether the cited audit findings or relevant operations have been resolved or corrected. If not, please describe the plan and timeline for doing so in FY2013.</b>	<b>If there is no plan in place, please explain why not.</b>	<b>Necessary outcomes from these systems and strategies</b>
There are no audit findings or reportable conditions in any category.	N/A	N/A	The timely and comprehensive resolution of weaknesses or reportable conditions as revealed by the audit.

According to the Paperwork Reduction Act Of 1995 (Pub. L. 104-13), public reporting burden for this collection of information is estimated to average 1 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

<b>COMPLIANCE MONITORING</b>			
<b>Describe the Grantee's FY 2012 strategies that will continue in FY 2013 for monitoring compliance with State and Federal LIHEAP policies and procedures by the Grantee and local administering agencies.</b>	<b>Please highlight any strategies for compliance monitoring from your plan which will be newly implemented as of FY 2013.</b>	<b>If you don't have a firm compliance monitoring system in place for FY 2012, please describe how the State is verifying that LIHEAP policy and procedures are being followed.</b>	<b>Necessary outcomes from these systems and strategies</b>
The State of MS utilizes an established monitoring system which is conducted in accordance to the Single Audit Act and OMB Circulars to ensure all subgrants are administered in compliance with the federal requirements and with the terms of the subgrant agreement. The multi-level system includes annual onsite review of financial management, program compliance and Virtual ROMA processing. DCS will conduct quality control reviews as a check and balance system to ensure compliance. If there are findings at the local agencies, technical assistance and training is provided	MDHS/DCS will conduct quarterly desk audits using Virtual ROMA And annual onsite site visits..	N/A	A sound methodology and a more effective monitoring to gather information

<b>FRAUD REPORTING MECHANISMS</b>			
<b>For FY 2012 activities continuing in FY 2013, please describe all (a) mechanisms available to the public for reporting cases of suspected LIHEAP fraud, waste or abuse [These may include telephone hotlines, websites, email addresses, etc.]; (b) strategies for advertising these resources.</b>	<b>Please highlight any tools or mechanisms from your plan which will be newly implemented in FY 2013, and the timeline for that implementation.</b>	<b>If you don't have any tools or mechanisms available to the public to prevent fraud or improper payments, please describe your plan for involving all citizens and stakeholders involved with your program in detecting fraud.</b>	<b>Necessary outcomes of these strategies and systems</b>

The Department has a fraud hotline and all divisions have 1-800 numbers which are made available to the public, brochures, county offices and the DHS website. Matters brought to the attention of the department may be referred to the Division of Program Integrity for review and investigations.	N/A	N/A	Clear lines of communication for clients and employees to use in reporting suspected fraud or improper payments to State Administrators.

VERIFYING APPLICANT IDENTITIES			
Describe all FY 2012 Grantee policies continuing in FY2013 for how identities of applicants and household members are verified.	Please highlight any policy or strategy from your plan which will be newly implemented in FY 2013.	If you don't have a system in place for verifying applicant's identities, please explain why and how the Grantee is ensuring that only authentic and eligible applicants are receiving benefits.	Necessary outcomes from these systems and strategies
Applicants must submit a Social Security card and birth certificate of all household members and a photo I.D. of the applicant.	MDHS is currently working on agreement with the State Department of Health, the Social Security Administration and the State Department of Corrections to further verify information. The department will establish a workgroup of other state agencies to help access information relative to client identities.	N/A	N/A
SOCIAL SECURITY NUMBER REQUESTS			
Describe the Grantee's FY 2013 policy in regards to requiring Social Security Numbers from applicants and/or household members applying for LIHEAP benefits.	Please describe whether the State's policy for requiring or not requiring Social Security numbers is new as of FY2013, or remaining the same.	If the Grantee is not requiring Social Security Numbers of LIHEAP applicants and/or household members, please explain what supplementary measures are being employed to prevent fraud.	Necessary outcomes from these systems and strategies
The Department currently requires Social Security numbers to verify eligibility of applicants and household members applying for LIHEAP benefits.	The Department's policy for requiring social security numbers will remain in effect for FY 2013. The department is working on an agreement with the Social Security Administration to verify information.	N/A	All valid household members are reported for correct benefit determination

<b>CROSS-CHECKING SOCIAL SECURITY NUMBERS AGAINST GOVERNMENT SYSTEMS/DATABASES</b>			
<b>Describe if and how the Grantee used existing government systems and databases to verify applicant or household member identities in FY 2012 and continuing in FY 2013. (Social Security Administration Enumeration Verification System, prisoner databases, Government death records, etc.)</b>	<b>Please highlight which, if any, policies or strategies for using existing government databases will be newly implemented in FY 2013.</b>	<b>If the Grantee won't be cross checking Social Security Numbers and ID information with existing government databases, please describe how the Grantee will supplement this fraud prevention strategy.</b>	<b>Necessary outcomes from these systems and strategies</b>
The department does not currently use existing government systems and data bases to verify applicant and household member's identity. However, we require applicants to submit social security cards and birth certificates of all household members.	The department is working on an agreement with the Social Security Administration to cross check numbers against its database.	N/A	Use of all available database systems to make a sound eligibility determination
<b>VERIFYING APPLICANT INCOME</b>			
<b>Describe how the Grantee or designee used State Directories of new hires or similar systems to confirm income eligibility in FY 2012 and continuing in FY 2013.</b>	<b>Please highlight any policies or strategies for using new hire directories which will be newly implemented in FY 2013.</b>	<b>If the Grantee won't be using new hire directories to verify applicant and household member incomes how will the Grantee be verifying the that information?</b>	<b>Necessary outcomes from these systems and strategies</b>
The department does not currently use state directories of new hires or similar systems to confirm income eligibility.	The department is currently working on an agreement with MS Employment Security Commission to verify new hires and the IRS to verify income.	N/A	Effective income verification determination

<b>PRIVACY-PROTECTION AND CONFIDENTIALITY</b>			
<b>Describe the financial and operating controls in place in FY 2012 that will continue in FY 2013 to protect client information against improper use or disclosure.</b>	<b>Please highlight any controls or strategies from your plan which will be newly implemented as of FY 2013.</b>	<b>If you don't have relevant physical or operational controls in place to ensure the security and confidentiality of private information disclosed by applicants, please explain why.</b>	<b>Necessary outcomes from these systems and strategies</b>
The department requires that subgrantees have in place a financial management system and a policies and procedures manual which contains adequate internal controls for the administration of the program. Each system has designated users who are given access to software. All documentation is kept under lock and key with designated personnel having access. Each subgrantee is required to carry liability insurance to cover staff and adhere to HIPPA.	Virtual ROMA has confidentiality statements signed by all users.	N/A	Clear and secure methods that maintain confidentiality and safeguard the private information of applicants

<b>LIHEAP BENEFITS POLICY</b>			
<b>Describe FY 2012 Grantee policies continuing in FY 2013 for protecting against fraud when making payments, or providing benefits to energy vendors on behalf of clients.</b>	<b>Please highlight any fraud prevention efforts relating to making payments or providing benefits which will be newly implemented in FY 2013.</b>	<b>If the Grantee doesn't have policy in place to protect against improper payments when making payments or providing benefits on behalf of clients, what supplementary steps is the Grantee taking to ensure program integrity.</b>	<b>Necessary outcomes from these systems and strategies</b>
LIHEAP payments are made to energy vendors not clients. Clients must submit a valid energy bill when applying for assistance. Federal laws requires LIHEAP subgrantees to have vendor agreements in place.	All payments are made through Virtual ROMA. Agencies use vendor portals to ensure accounts are valid and that payments are not being duplicated.	N/A	Authorized energy vendors receive payments on behalf of eligible LIHEAP clients



<b>PROCEDURES FOR UNREGULATED ENERGY VENDORS</b>			
<b>Describe the Grantee's FY 2012 procedures continuing in FY 2013 for averting fraud and improper payments when dealing with bulk fuel dealers of heating oil, propane, wood and other un-regulated energy utilities.</b>	<b>Please highlight any strategies policy in this area which will be newly implemented in FY 2013.</b>	<b>If you don't have a firm plan for averting fraud when dealing with unregulated energy vendors, please describe how the Grantee is ensuring program integrity.</b>	<b>Necessary outcomes from these systems and strategies</b>
All LIHEAP subgrantees have vendor agreements in place with energy vendors. All vendors are currently in Virtual ROMA.	The department requires subgrants to reverify the eligibility of energy vendors. All new vendors must have documentation and be approved by the local and state agency before their input into Virtual ROMA and be able to conduct business.	N/A	N/A
<b>VERIFYING THE AUTHENTICITY OF ENERGY VENDORS</b>			
<b>Describe Grantee FY 2012 policies continuing in FY 2013 for verifying the authenticity of energy vendors being paid under LIHEAP, as part of the Grantee's procedure for averting fraud.</b>	<b>Please highlight any policies for verifying vendor authenticity which will be newly implemented in FY 2013.</b>	<b>If you don't have a system in place for verifying vendor authenticity, please describe how the Grantee can ensure that funds are being distributed through valid intermediaries?</b>	<b>Necessary outcomes from these systems and strategies</b>
All LIHEAP subgrantees have vendor agreements in place with energy vendors. All vendors are currently in Virtual ROMA.	The department requires subgrants to reverify the eligibility of energy vendors. All new vendors must have documentation and be approved by the local and state agency before their input into Virtual ROMA and be able to conduct business.	N/A	N/A

<b>TRAINING AND TECHNICAL ASSISTANCE</b>			
In regards to fraud prevention, please describe elements of your FY 2012 plan continuing in FY 2013 for training and providing technical assistance to (a) employees, (b) non-governmental staff involved in the eligibility process, (c) clients, and (d) energy vendors.	Please highlight specific elements of your training regiment and technical assistance resources from your plan which will represent newly implemented in FY 2013.	If you don't have a system in place for anti-fraud training or technical assistance for employees, clients or energy vendors, please describe your strategy for ensuring all employees understand what is expected of them and what tactics they are permitted to employ.	Necessary outcomes from these systems and strategies
The department provides training and technical assistance to employees, subgrantee staff, clients and energy vendor annually. Further the department provides training and technical assistance at the DCS Implementation Workshop.	The training and technical assistance plan will be adjusted to meet specific needs and provide hands on training to subgrantee staff on Virtual ROMA.	N/A	N/A
<b>AUDITS OF LOCAL ADMINISTERING AGENCIES</b>			
Please describe the annual audit requirements in place for local administering agencies in FY 2012 that will continue into FY 2013.	Please describe new policies or strategies to be implemented in FY 2013.	If you don't have specific audit requirements for local administering agencies, please explain how the Grantee will ensure that LIHEAP funds are properly audited under the Single Audit Act requirements.	Necessary outcomes from these systems and strategies
Subgrantees are required to follow a procurement process for soliciting an independent auditor. A notice of selection is sent to the department. The department requires subgrantees that exceed \$500,000 in expenditures to follow the Single Audit Act and submit the audit report within 6 months of the fiscal year end date. Audit reports are reviewed by the Division of Program Integrity and Community Services (funding division).	N/A	N/A	N/A

**Additional Information**

Please attach further information that describes the Grantee's Program Integrity Policies, including supporting documentation from program manuals, including pages/sections from established LIHEAP policies and procedures.

Please list all changes made from your FY 2012 plan.

<b><u>Page</u></b>	<b><u>Subject</u></b>	<b><u>Modification</u></b>
7-29	Use of Funds	Other
31-32	Eligibility and Benefits Determination	Attachment A
41		Attachment E
42-45	Additional DCS Policies	Attachment F
47	LIHEAP Household Report	Attachment G
49-52	Allocations	Attachment H
57-59	Legal Notice	Attachment I
70-77	LIHEAP Program Integrity Plan	Attachment K

Please specify whether you are using calendar year 2012 poverty level or 2013 median income estimates in determining eligibility:

2012 Federal Poverty Guidelines      60%

Please describe how you obtained public participation in the development of your 2013 plan. (For states, please also provide information on your public hearings):

The Mississippi Department of Human Services, Division of Community Services conducted a Legislative Public Hearing. The hearing was conducted June 28, 2012 at 10:00 am at the Mississippi State Capitol, 400 High Street, Room 113, Jackson, Mississippi. The hearing was advertised in twelve newspapers across the state (see Attachment H). We invited the public to review and submit in writing, inquiries, comments or suggestions on or before July 2, 2012.

Date carryover and re-allotment report submitted: July 1, 2012

