



MEMORANDUM

TO: AAA Directors
EHEAP Program Directors

FROM: Charles T. Corley
Secretary

DATE: April 30, 2014

SUBJECT: Notice of Instruction: The Emergency Home Energy Assistance
for the Elderly Program 2014 Technical Assistance Guide

NOTICE #: 050114-1-I-SWCBS

RICK SCOTT
GOVERNOR

CHARLES T. CORLEY
SECRETARY

The purpose of this Notice is to provide the Area Agencies on Aging (AAAs) a Technical Assistance (TA) Guide for the Emergency Home Energy Assistance for the Elderly Program (EHEAP). This comprehensive TA Guide incorporates information from multiple documents distributed in the past as stand-alone policies and includes the following resources:

- EHEAP Technical Assistance Document;
- DOEA's EHEAP Contracts with the Department of Economic Opportunity (DEO) and the AAAs; and
- The Office of Community Service's (OCS) Guidelines for Winter and Summer Crisis Programs.

The TA Guide is designed to assist AAAs in the administration of the EHEAP and development of EHEAP policies and procedures that ensure the compliance with the Low Income Home Energy Assistance Program (LIHEAP) requirements. The EHEAP Technical Assistance Guide, the DEO LIHEAP monitoring tool, the Cost Allocation Plan, Cost Analysis Provider Form, Administration and Outreach Expense Budget Detail, and Outreach Plan Survey are attached. The effective date of this TA Guide is April 1, 2014.

Thank you for your continued commitment to serving Florida's elders. If you have any questions, please contact Judy Bowers of my staff at (850) 414-2057.

Attachments:
2014 Technical Assistance Guide for EHEAP
DEO LIHEAP Monitoring Tool

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