

(b) The household must pay for its own heating/cooling costs or be eligible as a renter who pays its landlord according to usage or whose heating/cooling costs are included in its rent.

(c) For all households including those receiving automatic payments (N.J.A.C. 10:89-3.1) the household's income must be less than or equal to the allowable gross monthly income eligibility limits for the applicable household size (N.J.A.C. 10:89-2.3(g)). Those denied may apply for special assistance again if their income is reduced.

(d) The value of resources is not considered in the determination of eligibility for benefits under this program.

Emergency Amendment and concurrent proposal amended, R.1984 d.538, effective and operative November 1, 1984 (expired December 31, 1984).

See: 16 N.J.R. 3217(a).

(a)1 changed to (a)2; new (a)1 added.

Emergency Amendment readopted R.1985 d.5, effective January 2, 1985.

See: 16 N.J.R. 3217(a), 17 N.J.R. 310(a).

Amended by R.1985 d.492, effective October 7, 1985.

See: 17 N.J.R. 1737(a), 17 N.J.R. 2441(a).

language change.

Emergency Amendment, R.1985 d.593, effective October 28, 1985 (operative November 1, 1985, expired December 27, 1985).

See: 17 N.J.R. 2791(a).

(a)3 new; recodify old (a)3 to 4.

Readopted Amendment R.1985 d.708, effective December 24, 1985.

See: 17 N.J.R. 2791(a), 18 N.J.R. 194(a).

Amended by R.1986 d.450, effective November 17, 1986.

See: 18 N.J.R. 1676(a), 18 N.J.R. 2328(a).

(a)1i added.

Emergency Amendment, R.1987 d.496, effective October 28, 1987 (operative November 1, 1987, expired December 27, 1987).

See: 19 N.J.R. 2208(a).

(a)4 rate raised from \$235.00 to \$238.00.

Adopted Concurrent Proposal as R.1988 d.46, effective December 24, 1987.

See: 19 N.J.R. 2208(a), 20 N.J.R. 291(b).

Amended by R.1990 d.315, effective June 18, 1990.

See: 22 N.J.R. 599(a), 22 N.J.R. 1939(a).

In (a)4: Increased monthly excess income amount for illegal aliens to \$255.00 from \$238.00. Added new (a)5.

Emergency Amendment, R.1990 d.590, effective October 30, 1990; operative November 1, 1990 (expired December 30, 1990).

See: 22 N.J.R. 3590(a).

Monthly amount raised from \$255 to \$268.

Amended by R.1991 d.39, effective January 22, 1991.

See: 22 N.J.R. 3590(a), 23 N.J.R. 218(a).

In (a)4, \$268 was \$255.

10:89-2.3 Income eligibility—DCA

(a) In order to be income eligible for the program, a household's monthly gross earned and unearned income may not exceed the monthly allowable gross income limit for the household size as found in (g) below. The income of all household members is counted toward the limit except that income specifically excluded by (e) below.

(b) Regardless of income eligibility, the following households are not eligible for program benefits:

1. Persons residing in publicly operated housing unless the household can demonstrate that it has direct responsibility for payment of its heating costs. Energy costs included in rent which is subsidized do not qualify as out-of-pocket payments for heating costs;

2. Persons receiving a rent subsidy which includes all heating costs. Energy costs included in rent which is subsidized do not qualify as out-of-pocket payments for heating costs;

3. Persons for whom nonhousehold members pay for the costs of heating/cooling fuel;

4. Residents of any licensed medical facility (hospital, skilled nursing facility or intermediate care facility), publicly operated community residence, or center for the treatment of drug and/or alcohol abuse; and

5. Households consisting entirely of students who are tax dependents of another household.

(c) Earned income defined: Earned income refers to gross income earned by an individual through the receipt of wages, tips, salaries or commissions from activities in which he/she is engaged as an employee or from his/her self-employment. It includes earning over a period of time for which settlement is made in one payment, as in the sale of farm crops.

1. For the purpose of this program, countable income from self-employment is the gross proceeds of a trade, business or enterprise, adjusted by deducting business expenses or cost of producing the income. Personal expenses, income tax payments, lunches, transportation, child care, etc., are not classified as business expenses for this purpose.

- i. Persons who are self-employed shall be required to submit evidence of business receipts and expenditures as the basis for a sound estimate of earned income. A reliable, accurate accounting system or the method utilized in reporting to the Internal Revenue Service shall be acceptable for determining countable net income.

(d) Unearned income defined: Unearned income refers to the receipt, by the household, of any property or service not included in (c) above which the household may apply, either directly or by sale or conversion, to meet basic needs for food, clothing, and shelter. Included in this definition are returns from capital investment such as dividends and interest, benefits and pensions, annuities, contributions, compensation payments, and receipts from the rental of property. (See N.J.A.C. 10:82-4.12 in the Assistance Standards Handbook to determine countable income from the rental of property.)

(e) Income exclusions: The following income is not considered in the determination of gross income for this program:

1. Loans which are not to be used to meet current living costs and which are held and used in accordance with the conditions of the loan. Personal loans are excluded when such loans are evidenced by a document, signed by the borrower and the lender, which states the amount of the loan and terms of repayment (this includes loans from financial institutions);

2. Any scholarship, grant, or student loan received by a student so long as the student continues to attend school;

3. The value of home produce;

4. The value of food stamp benefits;

5. Benefits provided under the State Lifeline Program including supplemental payments under the Tenants Lifeline Assistance program which are included in the SSI check;

6. Income excluded by law:

i. Federal relocation reimbursements: Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970.

ii. Payments to volunteers: Any payment under Title II (RSVP, foster grandparents, and other) and Title III (SCORE and ACE) of the Domestic Volunteer Services Act of 1973, as amended, shall be excluded.

iii. Crisis Intervention Program: Payments from the Crisis Intervention Program administered by the Community Services Administration.

iv. Payments from certain youth projects: Payments received from the Youth Incentive Entitlement Pilot Projects, the Youth Community Conservation and Improvement Projects, and the Youth Employment and Training Programs under Title IV of the Comprehensive Employment and Training Act Amendments of 1978 (Public Law 95-524); and

v. Payments from the Child Care and Development Block Grant (CCDBG) program: Payments received by eligible parents under CCDBG shall not be counted as income when determining eligibility or benefit levels under LIHEAP.

vi. Payments made to individuals because of their status as victims of Nazi persecution shall not be counted as income when determining eligibility under LIHEAP.

vii. Wages and or salaries, including any training allowances under the Green Thumb Program, are to be excluded when determining eligibility under LIHEAP.

7. Medicare Part B Buy-In which is withheld from the household's Social Security check.

(f) Income computation: Countable gross monthly earned and unearned income, as defined in (c) and (d) above, and verified in accordance with N.J.A.C. 10:89-4.1(d), shall be added to determine the household's total gross monthly income. Cents shall be rounded to the nearest dollar. If the household's total gross monthly income is equal to or less than the gross income limit for the household size, the household is income eligible for Home Energy Assistance.

1. For the purpose of this program, the household shall consist of all persons residing within a single residential unit.

2. Tax dependent college students who are absent from the household solely because of college attendance must be included in the household size for the determination of eligibility.

3. Foster children placed with a family by DYFS are to be included in the household size and the allowance paid by DYFS is to be included in the household's income.

4. Roomer-boarders residing with an applicant household are not to be included in the household size and the income of such individuals is not to be considered in the eligibility determination. However, in accordance with N.J.A.C. 10:82-4.3(c) in the Assistance Standards Handbook, any income to the household in excess of \$96.00 per month shall be considered in determining the household's gross monthly income.

i. The only exception to (f)4 above will occur if the roomer-boarder is a spouse, parent, grandparent, child, brother or sister of a household member. In such instances, the roomer-boarder shall be included in the household size and his or her gross monthly income considered as part of the household's income in determination of eligibility.

5. If a household member receives Social Security benefits and/or SSI the CAA or other non-profit agency must determine the countable income as follows:

i. For individuals receiving Social Security benefits the net amount of the monthly check is countable. If the household presents an award letter rather than a check as evidence of income, the CAA or other non-profit agency must determine if the individual pays a Medicare Part B premium and deduct that amount from the gross amount of the benefit. The resulting balance shall be considered as income to the household.

ii. For individuals receiving SSI the CAA or other non-profit agency shall deduct the supplemental payment amount from the Tenants Lifeline Credit program which is included in the SSI check. The balance shall be considered as income to the household.

6. Households placed in rental assistance slots utilizing temporary emergency funding made available through the State's emergency assistance initiatives will not be excluded from eligibility for Home Energy Assistance as a tenant whose heat is included in rent.

(g) On an annual basis, the Department shall revise the income guidelines based on the current Federal Poverty Level which are published annually in the Federal Register by the United States Department of Health and Human Services (USDHHS). The Department will use 150 percent of the current Federal Poverty Level as the maximum gross income amount for LIHEAP eligibility. Annually, the Department of Human Services shall, through a public notice published in the New Jersey Register, provide the maximum gross income dollar amounts for LIHEAP eligibility by household size.

Amended by R.1982 d.497, effective December 30, 1982.
 See: 14 N.J.R. 131(a), 15 N.J.R. 92(c).
 Originally filed as an emergency adoption (R.1983, d.412) on November 1, 1982. Readopted as R.1982 d.497. Increase in allowable gross income limits.
 Amended by R.1983 d.465, effective October 17, 1983, operative November 1, 1983.
 See: 15 N.J.R. 1388(a), 15 N.J.R. 1768(c).
 Gross income limits increased.
 Emergency Amendment and Concurrent Proposal amended, R.1984 d.538, effective and operative November 1, 1984 (expired December 31, 1984).
 See: 16 N.J.R. 3217(a).
 Substantially amended.
 Emergency Amendment readopted R.1985 d.5, effective January 2, 1985.
 See: 16 N.J.R. 3217(a), 17 N.J.R. 310(a).
 Correction: (f)5ii deleted "\$14.60" and added "amount."
 See: 17 N.J.R. 1444(b).
 Emergency Amendment, R.1985 d.593, effective October 28, 1985 (operative November 1, 1985, expired December 27, 1985).
 See: 17 N.J.R. 2791(a).
 Monthly Gross Income Limits raised.
 Readopted amendment R.1985 d.708, effective December 24, 1985.
 See: 17 N.J.R. 2791(a), 18 N.J.R. 194(a).
 (b)4 added text "or center for the treatment of drug and/or alcohol abuse".
 Amended by R.1986 d.450, effective November 17, 1986.
 See: 18 N.J.R. 1676(a), 18 N.J.R. 2328(a).
 Monthly allowable gross income limit raised.
 Emergency Amendment, R.1987 d.496, effective October 28, 1987 (operative November 1, 1987, expired December 27, 1987).
 See: 19 N.J.R. 2208(a).
 Added (f)5iii and raised Monthly Allowable Gross Income Limit.
 Adopted Concurrent Proposal, R.1988 d.46, effective December 24, 1987.
 See: 19 N.J.R. 2208(a), 20 N.J.R. 291(b).
 Amended by R.1988 d.482, effective October 17, 1988 (operative November 1, 1988).
 See: 20 N.J.R. 2677(a).
 Added "grandparents"; raised Gross Income Eligibility Limits for Home Energy Assistance".
 Amended by R.1990 d.315, effective June 18, 1990.
 See: 22 N.J.R. 599(a), 22 N.J.R. 1939(a).
 Increased Gross Income Eligibility Limits for Home Energy Assistance.
 Emergency Amendment, R.1990 d.590, effective October 30, 1990; operative November 1, 1990 (expired December 30, 1990).
 See: 22 N.J.R. 3590(a).
 Increased Gross Income Eligibility Limits for Home Energy Assistance.
 Amended by R.1991 d.39, effective January 22, 1991.
 See: 22 N.J.R. 3590(a), 23 N.J.R. 218(a).
 In (g), increased Gross Income Limits.
 Emergency Amendment, R.1992, d.38, effective December 26, 1991 (expires February 24, 1992).
 See: 24 N.J.R. 300(b).
 In (g), increased Gross Income limits.
 Adopted concurrent proposal, R.1992 d.125, effective February 21, 1992.
 See: 24 N.J.R. 300(b), 24 N.J.R. 952(b).
 Provisions of emergency amendment R.1992 d.38 readopted without change.
 Emergency Amendment, R.1992 d.517, effective December 8, 1992, operative January 1, 1993 (expires February 6, 1993).
 See: 24 N.J.R. 4593(a).
 Income limits in (g) adjusted to conform to 150 percent of Federal Poverty Level.
 Adopted Concurrent Proposal, R.1993 d.97, effective January 28, 1993.
 See: 24 N.J.R. 4593(a), 25 N.J.R. 997(a).
 Provisions of emergency amendment R.1993 d.517 adopted without change.
 Emergency Amendment, R.1994 d.20, effective December 9, 1993 (to expire February 7, 1994).

See: 26 N.J.R. 256(a).
 Adopted Concurrent Proposal, R.1994 d.109, effective February 7, 1994.
 See: 26 N.J.R. 256(a), 26 N.J.R. 1227(a).
 Emergency Amendment R.1995 d.145, effective February 16, 1995 (to expire April 17, 1995).
 See: 27 N.J.R. 942(a).
 Adopted Concurrent Proposal, R.1995 d.246, effective April 17, 1995.
 See: 27 N.J.R. 942(a), 27 N.J.R. 2003(a).
 Provisions of emergency amendment, R.1995 d.145, adopted without change.
 Emergency amendment R.1996 d.47, effective December 21, 1995 (expires February 19, 1996).
 See: 28 N.J.R. 293(a).
 Adopted Concurrent Proposal R.1996 d.134, effective February 16, 1996.
 See: 28 N.J.R. 293(a), 28 N.J.R. 1537(a).
 Emergency amendment R.1997 d.149, effective February 25, 1997 (to expire April 26, 1997).
 See: 29 N.J.R. 940(a).
 In (f)5, (f)5i, and (f)5ii, substituted "CAA or other non-profit agency" for "CWA"; and in (g), increased monthly allowable gross income limits.
 Adopted concurrent proposal, R.1997 d.207, effective April 25, 1997.
 See: 29 N.J.R. 940(a), 29 N.J.R. 2473(a).
 Emergency amendment R.1998 d.82, effective January 9, 1998 (to expire March 10, 1998).
 See: 30 N.J.R. 568(a).
 In (g), increased Monthly Allowable Gross Income Limits.
 Adopted concurrent proposal, R.1998 d.168, effective March 10, 1998.
 See: 30 N.J.R. 568(a), 30 N.J.R. 1285(a).
 Emergency amendment R.1999 d.139, effective April 1, 1999 (to expire May 31, 1999).
 See: 31 N.J.R. 1105(a).
 In (g), increased Monthly Allowable Gross Income Limits.
 Adopted concurrent proposal, R.1999 d.197, effective May 28, 1999.
 See: 31 N.J.R. 1105(a), 31 N.J.R. 1614(a).
 Amended by R.2000 d.16, effective January 3, 2000.
 See: 31 N.J.R. 3187(a), 32 N.J.R. 60(a).
 Rewrote (g).
 Public Notice: Home Energy Assistance income eligibility and benefits.
 See: 32 N.J.R. 720(b).

SUBCHAPTER 3. PROGRAM BENEFITS

10:89-3.1 Automatic payments to certain households— DFD

(a) Recipient households:

1. Certain households eligible for and receiving non-public assistance (NPA) Food Stamps (FS) will receive automatic payments based on the information regarding income, household size, heating arrangement and fuel type contained in computer records maintained by the Division of Family Development. Where the household receives FS as a public assistance (PA) household and the PA FS household is greater than the AFDC eligible unit, the automatic payment shall be based on the PA FS household size. This information will be collected from the head of the household at each application, reapplication or recertification for AFDC or FS and will be updated whenever the household reports a change. However, once a household becomes eligible for automatic payments, the entitlement cannot be adjusted.

i. Automatic payments will only be made during the heating season. Entitlements will be paid in one installment. Households which do not receive automatic payments must submit an application to receive HEA.

ii. The entitlement will be paid as a full benefit to all households.

iii. The following households are not eligible for automatic payments.

(1) Persons residing in publicly operated housing or receiving a rent subsidy which includes all heating costs. Energy costs included in rent which is subsidized do not qualify as out-of-pocket payments for heating costs;

(2) Persons for whom nonhousehold members pay heating/cooling costs;

(3) Households consisting entirely of students who are tax dependents of another household; and

(4) Households whose total income, including any AFDC, GA or SSI grants, exceeds the total income eligibility standards in N.J.A.C. 10:89-2.3(g).

2. Eligible households which heat by electricity or natural gas will receive the automatic payment(s) in the form of a direct transfer to the utility when a valid utility account number or other acceptable match criteria exists on the Food Stamp extract. Match criteria shall be collected during the Food Stamp eligibility determination or redetermination process. Households which heat by oil, coal, wood, propane, and kerosene or do not have a valid account number or other acceptable match criteria on the HEA Masterfile will receive the automatic payment(s) in the form of a two party check payable to the head of household and the generic copayee "Your Heating Supplier."

3. SSI households: Since the State Data Exchange (SDX) no longer contains sufficient information to determine eligibility for HEA, automatic payments cannot be issued directly to SSI recipients. However, the Division of Family Development has determined that a significant number of SSI recipients receive NPA-FS; therefore, many will receive benefits as members of such households. The Division will also send letters to all other potentially eligible SSI recipients inviting them to file an application.

Amended by R.1982 d.497, effective December 30, 1982.

See: 14 N.J.R. 1311(a), 15 N.J.R. 92(c).

Originally filed as an emergency adoption (R.1982 d.412) on November 1, 1982. Readopted as R.1982 d.497. Added (NPA) Food Stamp households for automatic payment, deleted SSI households as automatic recipients.

Emergency amendment and concurrent proposal amended, R.1984 d.538, effective and operative November 1, 1984 (expires December 31, 1984).

See: 16 N.J.R. 3217(a).

Emergency amendment readopted R.1985 d.5, effective January 2, 1985.

See: 16 N.J.R. 3217(a), 17 N.J.R. 310(a).

Amended by R.1990 d.315, effective June 18, 1990.

See: 22 N.J.R. 599(a), 22 N.J.R. 1939(a).

In (a): changed to "Recipient" households.

In (a)iii: changed month to "March" from February.

Emergency Amendment R.1992 d.517, effective December 8, 1992, operative January 1, 1993 (expires February 6, 1993).

See: 24 N.J.R. 4593(a).

Generic two-party check to be issued to users of oil heat.

Adopted Concurrent Proposal, R.1993 d.97, effective January 28, 1993.

See: 24 N.J.R. 4593(a), 25 N.J.R. 997(a).

Provisions of emergency amendment, R.1992 d.517, adopted without change.

Emergency Amendment, R.1994 d.20, effective December 9, 1993 (to expire February 7, 1994).

See: 26 N.J.R. 256(a).

Adopted Concurrent Proposal, R.1994 d.109, effective February 7, 1994.

See: 26 N.J.R. 256(a), 26 N.J.R. 1227(a).

Emergency Amendment, R.1995 d.145, effective February 16, 1995 (to expire April 17, 1995).

See: 27 N.J.R. 942(a).

Adopted Concurrent Proposal, R.1995 d.246, effective April 17, 1995.

See: 27 N.J.R. 942(a), 27 N.J.R. 2003(a).

Provisions of emergency amendment, R.1995 d.145, adopted without change.

Emergency amendment R.1997 d.149, effective February 25, 1997 (to expire April 26, 1997).

See: 29 N.J.R. 940(a).

In (a)1, deleted "AFDC or" following "Certain households eligible for and receiving".

Adopted concurrent proposal, R.1997 d.207, effective April 25, 1997.

See: 29 N.J.R. 940(a), 29 N.J.R. 2473(a).

Emergency amendment R.1999 d.139, effective April 1, 1999 (to expire May 31, 1999).

See: 31 N.J.R. 1105(a).

Rewrote (a)2.

Adopted concurrent proposal, R.1999 d.197, effective May 28, 1999.

See: 31 N.J.R. 1105(a), 31 N.J.R. 1614(a).

Amended by R.2000 d.16, effective January 3, 2000.

See: 31 N.J.R. 3187(a), 32 N.J.R. 60(a).

Rewrote (a)2.

10:89-3.2 Special energy assistance—DCA/CAA

(a) Upon application at the CAA or other non-profit agency, or outreach site, eligible households which have not received or will not receive automatic benefits in accordance with N.J.A.C. 10:89-3.1, shall receive special energy assistance in accordance with this section. In order to be eligible for special energy assistance, the household must be income eligible (see N.J.A.C. 10:89-2.3).

(b) No special assistance shall be authorized to households whose heating costs are paid by others outside the household.

(c) No special assistance shall be authorized to households residing in publicly operated housing or receiving a rent subsidy, unless the household can demonstrate that it has direct responsibility for payment of its heating costs.

(d) No special assistance shall be authorized for households residing in any licensed medical facility (hospital, skilled nursing facility or intermediate care facility), publicly operated community residence or center for the treatment of drug and/or alcohol abuse.

8. Emergency energy assistance will be authorized only during the months of December, January, February, March and April. Emergency assistance will be available for all fuel sources except electric and gas until March 15. Utility and gas emergencies will be available until April 30.

(b) It is intended that emergency energy assistance be authorized in the form of a direct payment to the client from the CAA or other non-profit agency. The CAA or other non-profit agency will subsequently be reimbursed by DCA for such payments.

1. Emergency energy assistance benefits may, at the discretion of the agency, be issued as a two party check payable to the head of household and the fuel supplier or utility company.

(c) Emergency purchase of fuel:

1. The CAA or other non-profit agency is authorized to issue an emergency payment for the purchase of fuel oil or other fuel used for residential heating. A fuel cooperative will be utilized for select emergencies with payments issued to the vendor.

2. Emergency purchase of fuel shall only be authorized for households which are directly responsible for payment of fuel costs associated with residential heating.

3. The client shall be required to provide the CAA or other non-profit agency with a receipt for fuel purchased with emergency energy funds.

(d) Emergency energy assistance for specific services:

1. Emergency energy assistance is authorized through the CAA or other non-profit agency when a household is without heat or is in danger of being without heat. Payments for the following services shall only be authorized for a household if the household owns and resides in the residence requiring the service:

i. Furnace repairs up to \$1,000 are authorized when an HEA eligible household that pays a fuel supplier directly for their primary source of heat is in need of furnace repair to prevent homelessness or where assistance for furnace replacement is not available through the New Jersey Department of Community Affairs (DCA) Weatherization and Furnace Retrofit Programs.

(1) HEA funds are not intended to supplant or supplement existing services available through DCA and are to be considered assistance to the homeowner to prevent homelessness only.

(2) CAAs or other non-profit agencies shall obtain written estimates of necessary repairs prior to authorizing payment.

(3) Once payment is authorized, an itemized receipt for furnace repair services shall be included in the HEA case record.

ii. Correction for infiltration of cold air (not to exceed \$100.00).

2. Payment for the following service may be authorized for households which are directly responsible for payment of the cost of the primary heating fuel for the residence requiring the service, regardless of whether the household owns the residence.

i. Furnace restart not to exceed \$100.00.

(e) Emergency temporary rehousing:

1. Payment may be authorized for the actual cost of adequate emergency shelter arrangements for HEA eligible households which have been temporarily rehoused due to an energy related emergency.

2. This assistance may be necessary in situations in which there is no heat in an apartment building and all of the tenants must be evacuated and temporarily resettled.

3. The CAA or other non-profit agency will be reimbursed retroactively for emergency rehousing assistance provided to eligible households.

4. The CAA or other non-profit agency is responsible for evaluation of the situation and determination of the appropriateness of reimbursement from program funds. Reimbursement shall be authorized for a specified temporary period consistent with N.J.A.C. 10:82-5.10.

5. If the request for Emergency Rehousing Assistance reimbursement is approved, the HEA check, when received, must be credited against the account from which the payment was initially made;

6. If in an energy related emergency the CAA or other non-profit agency finds it necessary to reestablish an HEA eligible household in a new permanent living arrangement, the CAA or other non-profit agency may request reimbursement from Home Energy Assistance funds for payments made for security and/or utility deposits.

(f) Emergency assistance benefits to prevent eviction:

1. Payment may be authorized to eligible households facing eviction due to non-payment of rent or mortgage arrears whose heating costs are included in a single monthly rental charge or mortgage payment, or who pay only for a secondary source of heat, or who pay a separate charge to their landlord for heat.

2. Emergency assistance to prevent eviction may not exceed the difference between the amount of the HEA entitlement for the program year and \$750.00, and shall be the lowest amount necessary to prevent eviction from the residence.

3. The applicant household must have received official documentation of pending eviction due to non-payment of rent, such as a tenancy complaint filed by the landlord or an order for eviction from the courts. The assistance

available must be sufficient to prevent eviction. Households which have already been evicted are not eligible for this assistance.

(g) Restoration or maintenance of utility service:

1. Emergency energy assistance may be granted by a CAA or other non-profit agency to restore or maintain utility service for an eligible household under the following conditions:

- i. The service provided by the utility is essential to the maintenance of the household's heating source;
- ii. The household must have received a termination of service notice or have actually been shut off;
- iii. The utility company agrees to restore or maintain service but requests a fee for reconnection;
- iv. The household is without the means to pay the reconnection fee;
- v. The household is directly responsible to the utility for payment of the bill;
- vi. The total amount of the emergency payment may not exceed \$200.00 which includes the emergency purchase of fuel and the reconnection fee; and
- vii. The CAA or other non-profit agency must verify with the utility that the amount of the available emergency payment will be sufficient to restore or maintain service.

2. If the request for emergency assistance is made while the Board of Public Utilities Order regarding the winter termination program (moratorium) is in effect, the household must document that appeal to the Board has been unsuccessful.

3. If the utility requires a minimum payment in the amount greater than \$200.00 to restore or maintain service, prior to issuing the emergency payment, the CAA or other non-profit agency shall require the household to show proof that the household has funds to pay or has paid the excess amount prior to issuance of the emergency payment.

4. If a household which heats by fuel oil must have utility service reconnected to start the fuel burner, emergency energy assistance may be granted for the utility reconnection necessary to restart the fuel burner and for an emergency fuel oil delivery. The total amount of the emergency payment in such instances may not exceed \$200.00. The maximum payment for utility reconnection may not exceed \$100.00. If a household which heats by fuel oil has used its HEA benefit check to purchase oil or already has oil but needs utility reconnection to start the fuel burner, emergency energy assistance may be granted for such utility connection but may not exceed \$100.00.

Amended by R.1982 d.497, effective December 30, 1982.
See: 14 N.J.R. 1311(a), 15 N.J.R. 92(c).

Originally filed as an emergency adoption (R.1982 d.412) on November 1, 1982. Readopted as R.1982 d.497. Requirement to account for fuel funds already received and to provide receipt for fuel purchased with emergency funds.

Amended by R.1983 d.465, effective October 17, 1983, operative November 1, 1983.

See: 15 N.J.R. 1338(a), 15 N.J.R. 1768(c).

Deletion of requirement of CWA to obtain prior approval from DPW for second emergency payment.

Emergency amendment and concurrent proposal amended, R.1984 d.538, effective and operative November 1, 1984 (expires December 31, 1984).

See: 16 N.J.R. 3217(a).

(a)3: Added "150.00 for the . . . or natural gas."

Emergency amendment readopted R.1985 d.5, effective January 2, 1985.

See: 16 N.J.R. 3217(a), 17 N.J.R. 310(a).

Amended by R.1985 d.492, effective October 7, 1985.

See: 17 N.J.R. 1737(a), 17 N.J.R. 2441(a).

Deleted "up to 150 gallons of" and "its equivalent in."

Emergency Amendment, R.1985 d.539, effective October 28, 1985 (operative November 1, 1985, expires December 27, 1985).

See: 17 N.J.R. 2791(a).

Substantially amended.

Readopted amendment R.1985 d.708, effective December 24, 1985.

See: 17 N.J.R. 2791(a), 18 N.J.R. 194(a).

(e)4 amended.

Amended by R.1986 d.450, effective November 17, 1986.

See: 18 N.J.R. 1676(a), 18 N.J.R. 2328(a).

(a): Deleted "income" and substituted "HEA".

(a)1: Added text "and the household has insufficient funds on hand to purchase fuel."

(e)4: Substituted "two calendar months" for "60 days".

Emergency Amendment, R.1987 d.496, effective October 28, 1987 (operative November 1, 1987, expires December 27, 1987).

See: 19 N.J.R. 2208(a).

Substantially amended.

Adopted Concurrent Proposal as R.1988 d.46, effective December 24, 1987.

See: 19 N.J.R. 2208(a), 20 N.J.R. 291(b).

Amended by R.1988 d.482, effective October 17, 1988 (operative November 1, 1988).

See: 20 N.J.R. 2577(a).

Added (a)5-6 and renumbered existing 5.-6. to 7.-8. Added new (d)1i and new (f). Renumbered (f) to (g).

Amended by R.1990 d.315, effective June 18, 1990.

See: 22 N.J.R. 599(a), 22 N.J.R. 1939(a).

Stylistic revisions.

Administrative Correction to (f)2.

See: 24 N.J.R. 1502(a).

Emergency Amendment R.1992 d.517, effective December 8, 1992, operative January 1, 1993 (expires February 6, 1993).

See: 24 N.J.R. 4593(a).

Utility and gas emergency assistance extended to April 30.

Adopted concurrent proposal, R.1993 d.97, effective January 28, 1993.

See: 24 N.J.R. 4593(a), 25 N.J.R. 997(a).

Provisions of emergency amendment, R.1992 d.517, adopted without change.

Emergency amendment R.1996 d.322, effective June 19, 1996 (to expire August 18, 1996).

See: 28 N.J.R. 3673(a).

Added (a)9.

Emergency amendment R.1996 d.322, expired August 18, 1996.

Emergency amendment R.1997 d.149, effective February 25, 1997 (to expire April 26, 1997).

See: 29 N.J.R. 940(a).

Substituted "CAA or other non-profit agency" for "CWA" throughout; in (a)4, inserted references to DFD and to DCA/CAA; in (b), substituted "DCA" for "DFD"; and in (c)1, added last sentence. Adopted concurrent proposal, R.1997 d.207, effective April 25, 1997.

See: 29 N.J.R. 940(a), 29 N.J.R. 2473(a).

Emergency amendment R.1997 d.333, effective July 15, 1997 (expired September 13, 1997).

See: 29 N.J.R. 3504(a).

Added (a)9.

Emergency amendment R.1998 d.469, effective August 14, 1998 (expired October 13, 1998).

See: 30 N.J.R. 3333(a).

Added (a)9.

Emergency amendment R.1999 d.303, effective August 10, 1999 (to expire October 9, 1999).

See: 31 N.J.R. 2648(a).

In (a), added 9.

R.1999 d.303 expired October 9, 1999. Deleted (a)9.

10:89-3.5 Maximum program benefit

(a) An eligible household may receive a maximum of \$900.00 in program benefits to include automatic or special payments plus any emergency assistance payments exclusive of emergency rehousing permits and emergency furnace repair payments. A household which receives more than the maximum program benefit is subject to recoupment procedures in accordance with N.J.A.C. 10:89-5.3.

(b) Cooling assistance payments in accordance with N.J.A.C. 10:89-3.3 and emergency temporary rehousing payments in accordance with N.J.A.C. 10:89-3.4(e) are not counted toward the maximum program benefit.

As amended, R.1982 d.497, effective December 30, 1982.

See: 14 N.J.R. 1311(a), 15 N.J.R. 92(c).

Originally filed as an emergency adoption (R.1982 d.412) on November 1, 1982. Readopted as R.1982 d.497. Maximum benefit level changed from \$750.00 to \$900.00.

Emergency amendment, R.1984 d.538, effective and operative November 1, 1984 (expires December 31, 1984).

See: 16 N.J.R. 3217(a).

(b) added.

Adoption of concurrent proposal, R.1985 d.5, effective January 2, 1985. See: 16 N.J.R. 3217(a), 17 N.J.R. 310(a).

Provisions of emergency amendment R.1984 d.538 readopted without change.

Amended by R.1988 d.422, effective September 6, 1988.

See: 20 N.J.R. 1060(a), 20 N.J.R. 2293(a).

Deleted \$900.00 and substituted "the maximum program benefit".

Emergency Amendment, R.1992 d.38, effective December 26, 1991 (expires February 24, 1992).

See: 24 N.J.R. 300(b).

In (a), maximum program benefits changed from \$900.00 to \$750.00. Adopted concurrent proposal, R.1992 d.125, effective February 21, 1992.

See: 24 N.J.R. 300(b), 24 N.J.R. 952(b).

Provisions of emergency amendment R.1992 d.38 readopted without change.

Emergency amendment R.1998 d.82, effective January 9, 1998 (to expire March 10, 1998).

See: 30 N.J.R. 568(a).

In (a), increased the maximum receivable program benefits.

Adopted concurrent proposal, R.1998 d.168, effective March 10, 1998.

See: 30 N.J.R. 568(a), 30 N.J.R. 1285(a).

10:89-3.6 Determination of benefits

(a) The HEA program provides for heating, medically necessary cooling, emergency heating, supplemental heating, emergency supplemental heating, and emergency supplemental assistance cooling. The amount of available funds under these various assistance programs shall be determined as follows:

1. Annually, the amount of funds available for LIHEAP is determined by New Jersey's LIHEAP allocation

from the USDHHS, any USDHHS leveraging funds awarded, and any unspent funds from the previous year which are carried forward. From these monies, an amount not to exceed 15 percent of available funding is transferred to the Department of Community Affairs for weatherization. In addition, an amount not to exceed 10 percent of available funding is allocated for the cost of program administration, to be shared by both DCA and DHS. Benefits are then determined after setting aside funds for heating emergencies and medically necessary cooling. These amounts are based on the number of eligible households assisted in prior years and the level of funding available in the current fiscal year. The highest benefit shall be issued to those households with the lowest incomes and the highest energy costs or needs in relation to income and household size.

(b) As provided at N.J.A.C. 10:89-3.5, heating assistance shall not exceed \$900.00.

1. Each year the Department of Human Services will provide through a public notice published in the New Jersey Register, the benefit level matrix identifying benefit levels by household income, household size, fuel type, and geographical region.

(c) As provided at N.J.A.C. 10:89-3.4, emergency heating assistance shall not exceed \$200.00.

(d) As provided at N.J.A.C. 10:89-3.3, medically necessary cooling assistance shall not exceed \$100.00.

(e) In consideration of the needs of LIHEAP beneficiaries, funds unexpended during the regular heating season shall be made available for supplemental heating emergency situations. Eligible LIHEAP households who heat with electricity or natural gas, experience a utility shutoff between March 16 and May 31 or were issued a shutoff notice, and have made a good faith payment on their heating account during this period shall be eligible for supplemental heating emergency benefit. Such households shall receive a benefit based on availability of funding and the number of eligible households, as estimated from previous years.

(f) Any Federal supplemental allocations received shall be expended as emergency supplemental heating funds or emergency supplemental cooling funds, and in conformity with Federal law, regulation and contingencies, and may include the reopening of the application period.

As amended, R.1980 d.548, effective December 19, 1980.

See: 13 N.J.R. 100(b).

As amended, R.1982 d.497, effective December 30, 1982.

See: 14 N.J.R. 1311(a), 15 N.J.R. 92(c).

Originally filed as an emergency adoption (R.1982 d.412) on November 1, 1982. Readopted as R.1982 d.497. Kerosene and electricity added to Schedule A and payment schedule amounts increased.

As amended, R. 1983 d.465, effective October 17, 1983, operative November 1, 1983.

See: 15 N.J.R. 1338(a), 15 N.J.R. 1768(c).

Two benefit levels added, required by the increase in gross monthly income guidelines.

Emergency amendment and concurrent proposal amended, R.1984 d.538, effective and operative November 1, 1984 (expires December 31, 1984).

See: 16 N.J.R. 3217(a).

Substantially amended.

Emergency amendment readopted R.1985 d.5, effective January 2, 1985.

See: 16 N.J.R. 3217(a), 17 N.J.R. 310(a).

Emergency Amendment, R.1985 d.539, effective October 28, 1985 (operative November 1, 1985, expires December 27, 1985).

See: 17 N.J.R. 2791(a).

Schedules substantially amended.

Readopted amendment R.1985 d.708, effective December 24, 1985.

See: 17 N.J.R. 2791(a), 18 N.J.R. 194(a).

(b) Natural gas raised from "\$667.00" to "\$668.00"; (d) Renters amended from "\$918.01" to "\$918.00."

Emergency Amendment, R.1987 d.496, effective October 28, 1987 (operative November 1, 1987, expires December 27, 1987).

See: 19 N.J.R. 2208(a).

Old text repealed and new text substituted.

Adopted Concurrent Proposal as R.1988 d.46, effective December 24, 1987.

See: 19 N.J.R. 2208(a), 20 N.J.R. 291(b).

Amended by R.1988 d.422, effective September 6, 1988.

See: 20 N.J.R. 1060(a), 20 N.J.R. 2293(a).

Added "and renters" to (c).

Emergency Repeal and New Rule, R.1992 d.38, effective December 26, 1991 (expires February 24, 1992).

See: 24 N.J.R. 300(b).

Adopted emergency repeal and new rule, R.1992 d.125, effective February 21, 1992.

See: 24 N.J.R. 300(b), 24 N.J.R. 952(b).

Provisions of emergency repeal and new rule R.1992 d.38 readopted without change.

Adopted emergency repeal and new rule, R.1992 d.517, effective December 8, 1992, operative January 1, 1993 (expires February 6, 1993).

See: 24 N.J.R. 4593(a).

Reduction of HEA schedules by 17 percent across the board.

Adopted concurrent repeal and new rule, R.1993 d.97, effective January 28, 1993.

See: 24 N.J.R. 4593(a), 25 N.J.R. 997(a).

Provisions of emergency repeal and new rule, R.1992 d.517, adopted without change.

Emergency Repeal and New Rule, R.1996 d.47, effective December 21, 1995 (expires February 19, 1996).

See: 28 N.J.R. 293(a).

Adopted Concurrent Repeal and New Rule, R.1996 d.134, effective February 16, 1996.

See: 28 N.J.R. 293(a), 28 N.J.R. 1537(a).

Emergency Repeal and New Rule, R.1997 d.149, effective February 25, 1997 (to expire April 26, 1997).

See: 29 N.J.R. 940(a).

Adopted concurrent proposal, R.1997 d.207, effective April 25, 1997.

See: 29 N.J.R. 940(a), 29 N.J.R. 2473(a).

Emergency Repeal and New Rule, R.1998 d.82, effective January 9, 1998 (to expire March 10, 1998).

See: 30 N.J.R. 568(a).

Adopted concurrent proposal, R.1998 d.168, effective March 10, 1998.

See: 30 N.J.R. 568(a), 30 N.J.R. 1285(a).

Emergency Repeal and New Rule, R.1999 d.139, effective April 1, 1999 (to expire May 31, 1999).

See: 31 N.J.R. 1105(a).

Adopted concurrent proposal, R.1999 d.197, effective May 28, 1999.

See: 31 N.J.R. 1105(a), 31 N.J.R. 1614(a).

Repeal and New Rule, R.2000 d.16, effective January 3, 2000.

See: 31 N.J.R. 3187(a), 32 N.J.R. 60(a).

Section was "Payment schedule—DFD/DCA".

Public Notice: Home Energy Assistance income eligibility and benefits.

See: 32 N.J.R. 720(b).

SUBCHAPTER 4. APPLICATION PROCESS

10:89-4.1 Opportunity and decision to apply—DCA/CAA

(a) Any individual(s) who believes he or she or his or her household is eligible for HEA must be given the opportunity to apply without delay. Heating and cooling assistance applications shall be accepted from November 1 through February 28 of each year. Applicants will be informed about eligibility requirements and their rights and obligations in applying for and receiving assistance. The decision to apply rests with the applicant. The applicant has the right to withdraw the application before eligibility or ineligibility has been determined. Upon completion of the application process, the application shall be transmitted to DCA in accordance with (e) below.

1. For purposes of this program, the applicant shall be the adult household member who is billed for payment of heating/cooling costs or responsible for payment of the rent.

i. In the event that the applicant, due to illness or injury is unable to complete the application, the CAA or other non-profit agency shall accept the application from an authorized representative who is sufficiently familiar with the household's circumstances.

(b) Food Stamp households which have received or will receive automatic benefits but submit a separate application will have that application denied by the CAA or other non-profit agency.

(c) Households desiring HEA assistance must complete a separate Form EP-1, Home Energy Assistance Application. The application must be completed and signed at sites designated by the CAA or other non-profit agency of the county in which the household resides. The application shall be signed by the household member responsible for payment of heating or cooling costs or by his or her authorized representative and by the CAA or other non-profit agency worker and supervisor.

1. Households consisting of persons who are 60 years of age or over, or persons who are disabled, may mail the application to the CAA or other non-profit agency. Other households may apply by mail at the discretion of the CAA or other non-profit agency.

2. The CAA or other non-profit agency shall provide home visits to accept applications from those households which are not eligible to apply by mail but cannot apply in person at the CAA or other non-profit agency (e.g., the applicant is ill, bedridden, or for whom access to the CAA or other non-profit agency is difficult).

3. The CAA or other non-profit agency shall document the date of application recording on the application the date it was received by the CAA or other non-profit agency. The period for determination of program eligibility or ineligibility and notification of the household of the determination is calculated from the date the application is filed.

Originally filed as an emergency adoption (R.1982 d.412) on November 1, 1982. Readopted as R.1982 d.497. Maximum benefit level changed from \$750.00 to \$900.00.
 Emergency amendment, R.1984 d.538, effective and operative November 1, 1984 (expires December 31, 1984).
 See: 16 N.J.R. 3217(a).
 (b) added.
 Adoption of concurrent proposal, R.1985 d.5, effective January 2, 1985.
 See: 16 N.J.R. 3217(a), 17 N.J.R. 310(a).
 Provisions of emergency amendment R.1984 d.538 readopted without change.
 Amended by R.1988 d.422, effective September 6, 1988.
 See: 20 N.J.R. 1060(a), 20 N.J.R. 2293(a).
 Deleted \$900.00 and substituted "the maximum program benefit".
 Emergency Amendment, R.1992 d.38, effective December 26, 1991 (expires February 24, 1992).

See: 24 N.J.R. 300(b).
 In (a), maximum program benefits changed from \$900.00 to \$750.00.
 Adopted concurrent proposal, R.1992 d.125, effective February 21, 1992.
 See: 24 N.J.R. 300(b), 24 N.J.R. 952(b).
 Provisions of emergency amendment R.1992 d.38 readopted without change.
 Emergency amendment R.1998 d.82, effective January 9, 1998 (to expire March 10, 1998).
 See: 30 N.J.R. 568(a).
 In (a), increased the maximum receivable program benefits.
 Adopted concurrent proposal, R.1998 d.168, effective March 10, 1998.
 See: 30 N.J.R. 568(a), 30 N.J.R. 1285(a).

10:89-3.6 Payment schedule—DFD/DCA

(a) Schedule A: Electricity, Natural Gas

Household Size Region Designation Monthly Income	1 or 2		3 to 5		6 or more	
	Blue	Red	Blue	Red	Blue	Red
\$0-\$667.00	289	252	387	336	463	404
\$668.00-\$1084.00	243	211	322	281	387	336
\$1085.00-\$1501.00	194	166	258	224	310	269
\$1502.00-\$1918.00			192	166	232	201
\$1919.00-\$2335.00			127	111	154	134
Over \$2335.00			62	51	77	66

"Blue" means Sussex and Warren counties.
 "Red" means all other counties.

(b) Schedule B: Fuel Oil, Kerosene

Household Size Region Designation Monthly Income	1 or 2		3 to 5		6 or more	
	Blue	Red	Blue	Red	Blue	Red
\$0-\$667.00	273	238	365	318	437	380
\$668.00-\$1084.00	226	198	303	266	365	318
\$1085.00-\$1501.00	181	159	243	213	293	254
\$1502.00-\$1918.00			181	159	218	190
\$1919.00-\$2335.00			121	105	146	126
Over \$2335.00			61	45	72	62

"Blue" means Sussex and Warren counties.
 "Red" means all other counties.

(c) Schedule C: All other fuel and renters

Household Size Region Designation Monthly Income	1 or 2		3 to 5		6 or more	
	Blue	Red	Blue	Red	Blue	Red
\$0-\$667.00	179	156	239	206	287	251
\$668.00-\$1084.00	148	129	198	173	239	206
\$1085.00-\$1501.00	120	105	159	138	190	165
\$1502.00-\$1918.00			119	104	143	124
\$1919.00-\$2335.00			79	69	96	83
Over \$2335.00			39	29	46	40

"Blue" means Sussex and Warren counties.
 "Red" means all other counties.

As amended, R.1980 d.548, effective December 19, 1980.
 See: 13 N.J.R. 100(b).
 As amended, R.1982 d.497, effective December 30, 1982.
 See: 14 N.J.R. 1311(a), 15 N.J.R. 92(c).

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See: 20 N.J.R. 1060(a), 20 N.J.R. 2293(a).

Added "and renters" to (c).

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See: 24 N.J.R. 300(b).

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See: 28 N.J.R. 293(a).

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See: 28 N.J.R. 293(a), 28 N.J.R. 1537(a).

Emergency Repeal and New Rule, R.1997 d.149, effective February 25, 1997 (to expire April 26, 1997).

See: 29 N.J.R. 940(a).

Adopted concurrent proposal, R.1997 d.207, effective April 25, 1997.

See: 29 N.J.R. 940(a), 29 N.J.R. 2473(a).

Emergency Repeal and New Rule, R.1998 d.82, effective January 9, 1998 (to expire March 10, 1998).

See: 29 N.J.R. 568(a).

Adopted concurrent proposal, R.1998 d.168, effective March 10, 1998.

See: 30 N.J.R. 568(a), 30 N.J.R. 1285(a).

SUBCHAPTER 4. APPLICATION PROCESS

10:89-4.1 Opportunity and decision to apply—DCA/CAA

(a) Any individual(s) who believes he or she or his or her household is eligible for HEA must be given the opportunity to apply without delay. Heating and cooling assistance applications shall be accepted from November 1 through February 28 of each year. Applicants will be informed about eligibility requirements and their rights and obligations in applying for and receiving assistance. The decision to apply rests with the applicant. The applicant has the right to withdraw the application before eligibility or ineligibility has been determined. Upon completion of the application process, the application shall be transmitted to DCA in accordance with (e) below.

1. For purposes of this program, the applicant shall be the adult household member who is billed for payment of heating/cooling costs or responsible for payment of the rent.

i. In the event that the applicant, due to illness or injury is unable to complete the application, the CAA or other non-profit agency shall accept the application from an authorized representative who is sufficiently familiar with the household's circumstances.

(b) Food Stamp households which have received or will receive automatic benefits but submit a separate application will have that application denied by the CAA or other non-profit agency.

(c) Households desiring HEA assistance must complete a separate Form EP-1, Home Energy Assistance Application. The application must be completed and signed at sites designated by the CAA or other non-profit agency of the county in which the household resides. The application shall be signed by the household member responsible for payment of heating or cooling costs or by his or her authorized representative and by the CAA or other non-profit agency worker and supervisor.

1. Households consisting of persons who are 60 years of age or over, or persons who are disabled, may mail the application to the CAA or other non-profit agency. Other households may apply by mail at the discretion of the CAA or other non-profit agency.

2. The CAA or other non-profit agency shall provide home visits to accept applications from those households which are not eligible to apply by mail but cannot apply in person at the CAA or other non-profit agency (e.g., the applicant is ill, bedridden, or for whom access to the CAA or other non-profit agency is difficult).

3. The CAA or other non-profit agency shall document the date of application recording on the application the date it was received by the CAA or other non-profit agency. The period for determination of program eligibility or ineligibility and notification of the household of the determination is calculated from the date the application is filed.

4. Program eligibility or ineligibility must be determined and the household notified of the decision within 20 days for households consisting of the elderly or disabled, and within 30 days for all other households.

5. The household must cooperate with the CAA or other non-profit agency in the eligibility determination process. If the household refuses to cooperate in this process, the application shall be denied.

(d) At the time of application, the CAA or other non-profit agency shall advise the household of all program eligibility requirements and the method by which assistance will be provided. Additionally, the CAA or other non-profit agency shall assist the household in completing the application and explain what elements of eligibility must be verified. The CAA or other non-profit agency must advise the household what verification is required and explain that the case will be denied if verification is not provided.

1. Verification requirements: The CAA or other non-profit agency shall assist the household in obtaining the required verification.

i. Required documentation: The following must be verified, documented and retained in the case record by the CAA or other non-profit agency prior to transmitting the application to DH&CR:

(1) Name of applicant;

(2) Social Security number of the applicant. If an applicant has not previously obtained a Social Security number, the CAA or other non-profit agency shall ensure that the applicant applies for a Social Security number by submitting Form SS-5. (Social Security numbers for all other adult household member shall be recorded);

(A) SS-5 forms may not be utilized to enumerate HEA only applicants (those who do not have an AFDC or Food Stamp Program case number). Any applicant for HEA-only who has not been assigned a Social Security number must be referred to the local Social Security Administration district office to apply for same, and must submit verification of such application to the CAA or other non-profit agency.

(3) Address;

(4) Heating fuel type and supplier. The client shall present a bill or contract from the fuel supplier (the CAA or other non-profit agency may, with the consent of the household, contact the supplier for verification);

(5) A rent receipt, cancelled check made out to the landlord, or lease if heat/utilities are included in the rent (the CAA or other non-profit agency may, with the consent of the household, contact the landlord for verification);

(6) If the household is directly responsible for heating/cooling costs but the bill is not in the household's name, a statement from the landlord attesting to that fact;

(7) Earned and unearned income shall be verified by wage stubs or any applicable documentation relative to any consecutive four week period within the five weeks before the date the client signs the Form EP-1 or reports a change in earnings;

(8) Other income including pensions, outside contributions, interest, dividends, UIB, disability, and support payments;

(9) Proof of tax dependency status for household consisting entirely of students (i.e., a copy of the most recent tax return of the student's parents); and

(10) For emergency energy payments, the emergent situation. This shall be accompanied by collateral contact and client affidavit, if required.

ii. Documentation of questionable information: The following must be verified and documented if the information provided by the applicant is questionable or inconsistent:

(1) Composition of the household;

(2) Gross monthly income and total monthly household expenditures;

(3) Home ownership; and

(4) Social Security numbers for household members which were not verified in accordance with (d)1i(2) above.

(e) The CAA or other non-profit agency shall transmit application data to DH&CR via computer terminal for each Form EP-1 within four working days of receipt of the completed application and retain a copy in the case record.

1. Form EP-1 shall be screened by the CAA or other non-profit agency prior to data entry to ensure that it is complete and coded correctly.

2. Each CAA or other non-profit agency will receive a listing of its cases which were rejected upon data entry. All cases on this report must be corrected and retransmitted to DCA.

(f) In certain instances, the CAA or other non-profit agency may not be able to submit Form EP-1 for data entry because the household has not completed the application or it has not provided or refuses to provide verification which the CAA or other non-profit agency cannot otherwise obtain. In such instances, the CAA or other non-profit agency shall advise the household of the consequences of its non-cooperation and hold the application, including mail applications, until the last working day before the expiration of the 30 day limit for action on the application to give the household an opportunity to cooperate. Form EP-1 shall

then be appropriately coded and transmitted to DCA. The CAA or other non-profit agency must record the specifics of the situation requiring this action.

1. Once the CAA or other non-profit agency has clearly established either that the household will not cooperate further or that the household believes it has provided sufficient verification, the application should be appropriately coded and transmitted to DCA. The household must receive a notice of denial and may contest this denial at a fair hearing.

(g) CAA or other non-profit agency responsibility for eligibility determinations: Generally, applications will be processed through the DCA computer system to a decision. However the CAA or other non-profit agency will be responsible for screening each HEA application to determine the following:

1. The household's gross monthly income meets the monthly income eligibility standards in N.J.A.C. 10:89-2.3(g);
2. The household is responsible for payment of its heating/cooling costs in accordance with N.J.A.C. 10:89-2.2(b);
3. The household meets the definition of "resident" provided in N.J.A.C. 10:89-2.2(a)1;
4. The household refuses to cooperate in the determination of eligibility.

(h) If the CAA or other non-profit agency determines, based on the provisions of (g) above, that the household is ineligible, the household must be advised that its application will be denied.

(i) If a household's application is denied by the CAA or other non-profit agency, the CAA or other non-profit agency must code the application appropriately and submit it to DCA at the time of the denial.

(j) DCA or other non-profit agency will issue an adverse action notice to the household upon processing of the CAA or other non-profit agency denied application.

Amended by R.1982 d.497, effective December 30, 1982.

See: 14 N.J.R. 1311(a), 15 N.J.R. 92(c).

Originally filed as an emergency adoption (R.1982 d.412) on November 1, 1982. Readopted as R.1982 d.497. Language changed regarding earned income verification.

Amended by R.1983 d.465, effective October 17, 1983, operative November 1, 1983.

See: 15 N.J.R. 1338(a), 15 N.J.R. 1768(c).

The provision for issuance of supplemental payments to SSI households receiving automatic payments is deleted.

Emergency amendment and concurrent proposal amended, R.1984 d.538, effective and operative November 1, 1984 (expires December 31, 1984).

See: 16 N.J.R. 3217(a).

Substantially amended.

Emergency amendment readopted R.1985 d.5, effective January 2, 1985.

See: 16 N.J.R. 3217(a), 17 N.J.R. 310(a).

Amended by R.1985 d.492, effective October 7, 1985.

See: 17 N.J.R. 1737(a), 17 N.J.R. 2441(a).

Emergency Amendment, R.1985 d.539, effective October 28, 1985 (operative November 1, 1985, expires December 27, 1985).

See: 17 N.J.R. 2791(a).

(d)1(2) added text "If an applicant . . . submitting Form SS-5."

Readopted amendment R.1985 d.708, effective December 24, 1985.

See: 17 N.J.R. 2791(a), 18 N.J.R. 194(a).

Emergency Adoption R.1987 d.496, effective October 28, 1987 (operative November 1, 1987, expires December 27, 1987).

See: 19 N.J.R. 2208(a).

Added text to (a) "Heating assistance applications . . . of each year". Adopted Concurrent Proposal as R.1988 d.46, effective December 24, 1987.

See: 19 N.J.R. 2208(a), 20 N.J.R. 291(a).

Amended by R.1988 d.482, effective October 17, 1988.

See: 20 N.J.R. 1643(a), 20 N.J.R. 2577(a).

Added (d)1i(2)(A) and new (d)1ii(2) and renumbered old (2)-(3) as (3)-(4).

Amended by R.1990 d.315, effective June 18, 1990.

See: 22 N.J.R. 599(a), 22 N.J.R. 1939(a).

In (a): revised date from "April 30" to "March 31" and from "June 30" to "May 31."

In (c)1: added text regarding application by mail of other households.

Emergency Amendment, R.1992 d.38, effective December 26, 1991 (expires February 24, 1992).

See: 24 N.J.R. 300(b).

In (d)1i(7), added "unearned income" and "any applicable documentation". In (d)1i(8), added "UIB, disability and support payments". Adopted concurrent proposal, R.1992 d.125, effective February 21, 1992.

See: 24 N.J.R. 300(b), 24 N.J.R. 952(b).

Provisions of emergency amendment R.1992 d.38 readopted without change.

Emergency Amendment R.1992 d.517, effective December 8, 1992, operative January 1, 1993 (expires February 6, 1993).

See: 24 N.J.R. 4593(a).

Application intake for heating and cooling assistance changed to end of February.

Adopted Concurrent Proposal, R.1993 d.97, effective January 28, 1993.

See: 24 N.J.R. 4593(a), 25 N.J.R. 997(a).

Provisions of emergency amendment, R.1992 d.517, adopted without change.

Emergency Amendment, R.1996 d.47, effective December 21, 1995 (expires February 19, 1996).

See: 28 N.J.R. 293(a).

Adopted Concurrent Proposal, R.1996 d.134, effective February 16, 1996.

See: 28 N.J.R. 293(a), 28 N.J.R. 1537(a).

Emergency amendment R.1997 d.149, effective February 25, 1997 (to expire April 26, 1997).

See: 29 N.J.R. 940(a).

Substituted "CAA or other non-profit agency" for "CWA" throughout; in (a), (e)2, and (g), substituted "DCA" for "DFD"; and in (e), substituted "DH&CR" for "DFD".

Adopted concurrent proposal, R.1997 d.207, effective April 25, 1997.

See: 29 N.J.R. 940(a), 29 N.J.R. 2473(a).

Emergency amendment R.1998 d.82, effective January 9, 1998 (to expire March 10, 1998).

See: 30 N.J.R. 568(a).

In (a), substituted a reference to February 28 for a reference to February 1 in the first sentence.

Adopted concurrent proposal, R.1998 d.168, effective March 10, 1998.

See: 30 N.J.R. 568(a), 30 N.J.R. 1285(a).

SUBCHAPTER 5. OTHER PROGRAM REQUIREMENTS

10:89-5.1 Establishment of Home Energy Assistance Units—DCA/CAA

(a) Community Action Agencies (CAAs) and other non-profit agencies shall establish separate Home Energy Assistance units to handle applications and all related program activity. CAAs or other non-profit agencies shall utilize existing staff or additional personnel as required to ensure that all applications are promptly taken, complete with all required information, coded according to Department of Community Affairs (DCA) instructions, transmitted to DCA within the time limits established in N.J.A.C. 10:89-4.1(e), and that all required verification is documented in the case record.

(b) CAAs or other non-profit agencies must also comply with the following requirements:

1. Accept and process home energy assistance applications at any other office designated by the CAA or other non-profit agency to accept HEA applications;
2. Accept and process applications from elderly and disabled households which elect to apply by mail;
3. Provide home visits to accept applications from those households which are not eligible to apply by mail but cannot apply in person at the CAA or other non-profit agency (e.g., ill, bedridden, those for whom access to the CAA or other non-profit agency is difficult due to remoteness);
4. Provide communication assistance to persons with limited English speaking ability, impaired hearing, vision or speech impairments, and to persons who are illiterate to insure such persons are advised of the existence of the program, their right to apply and their fair hearing rights;

5. Provide adverse action notices to those households whose payments are held by the CAA or other non-profit agency in accordance with (b)6 below;

6. Review all payments issued by DCA to ensure that payments are not issued to ineligible households or that households have not exceeded the maximum benefit established in Federal regulations.

Emergency Amendment, R.1985 d.539, effective October 28, 1985 (operative November 1, 1985, expires December 27, 1985).

See: 17 N.J.R. 2791(a).

“transmitted” substituted for “forwarded.”

Readopted amendment R.1985 d.708, effective December 24, 1985.

See: 17 N.J.R. 2791(a), 18 N.J.R. 194(a).

Emergency amendment R.1997 d.149, effective February 25, 1997 (to expire April 26, 1997).

See: 29 N.J.R. 940(a).

In (a), substituted “Community Action Agencies (CAAs) and other non-profit agencies” for “County Welfare Agencies (CWAs)”, “Department of Community Affairs (DCA)” for “Division of Family Development (DFD)”, and “DCA” for “DFD”; in (b)1, substituted “HEA” for “Food Stamp”; in (b)6, substituted “DCA” for “DFD”; and substituted references to CAA or other non-profit agencies for references to CWA throughout.

Adopted concurrent proposal, R.1997 d.207, effective April 25, 1997.

See: 29 N.J.R. 940(a), 29 N.J.R. 2473(a).

10:89-5.2 Notice requirements—DCA/CAA/CWA

(a) A right to a hearing notification will be printed on all denial notices and will include a statement regarding the right to appeal any decision regarding eligibility or amount of benefit and will be available in both English and Spanish.

(b) The Department of Community Affairs will generate notices informing the household of any action taken on its application.

1. This notice of eligibility or denial is sent to applicants for the Home Energy Assistance Program.