

LIHEAP Costs Worksheet

Manage, plan, and budget for Energy Assistance Program (EAP) Travel to meet with Local Administrative Agency (LAA) about application process Produce materials for training, meetings, and conferences Supervise EAP intake staff Travel to help homebound in applying for assistance Perform LAA activities, including accounting, litigation, audits, personnel, procurement, property, and payroll Hold public meetings and hearings on EAP Process applications for LIHEAP for payment Determine applicant's eligibility for benefits Determine applicant's eligibility for benefits Determine benefits for subsequent fiscal year program Approve benefit dollar for subsequent fiscal year Determine household's Crisis status Calculate household's Denefit amounts Review assistance provided for accuracy Process verifications, documentation, and case files Direct cost of an intake worker's phone Make payments to energy suppliers Provide cash assistance benefit Intervene with energy vendors on behalf of clients Repair an inoperable furnace Check applicant's Social Security number (SSN) on agency database Monitor LAA LIHEAP operations Perform general case management with LIHEAP clients Provide advanced funds to a subrecipient agency Review general information and referral by the local agency Provide general budget counselling (by the local agency) Monitor exit interview (by the local agency director) Assess LIHEAP client's need for other agency services Provide weatherization needs assessments and referral Provide weatherization needs assessments and referral Provide one-to-one energy education to household Provide one-to-one energy education to household Provide one-to-one energy education to household Distribute LIHEAP public information, brochures, and materials Distribute program information to clients or prospective clients Conduct Energy Education workshops Develop and leverage other energy resources	Typical LIHEAP Costs	Admin	Assur 16	Non- Admin	Not LIHEAP
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