

COMMONWEALTH OF PENNSYLVANIA
Department of Public Welfare
February 17, 2011

OPERATIONS MEMORANDUM 11-02-02

SNAP

SUBJECT: Automated Heat and Eat Initiative

TO: Executive Directors

FROM: Lourdes Padilla
Acting Director
Bureau of Operations

PURPOSE

To inform County Assistance Offices that following a third run of the Heat and Eat Initiative on February 19, 2011, Heat and Eat will become an automated process that enrolls eligible households at the time of application. Automation of Heat and Eat will be effective February 22, 2011.

BACKGROUND

Heat and Eat is an initiative that gives the Heating Shelter Utility Allowance (HSUA) to eligible households currently receiving Supplemental Nutrition Assistance Program (SNAP) benefits. Since its implementation on September 10, 2010, eligible households were enrolled in the Heat and Eat Initiative only during special enrollment runs held on October 25, 2010 and November 20, 2010. On February 19, 2011, a final Heat and Eat run will occur to enroll any eligible households that are not already participating in Heat and Eat.

DISCUSSION

Effective February 22, 2011, Heat and Eat will become an ongoing automated process that enrolls eligible households at the time of application. Enrollment in Heat and Eat allows households and all household members to receive the HSUA until September 30 of the year in which they are enrolled, at which time eligibility will be reevaluated.

When a household is enrolled in Heat and Eat, a "Y" indicator will appear in protected fields on two Client Information System (CIS) screens:

CASHEL - The "Y" indicator will appear in both the Low Income Home Energy Assistance Program (LIHEAP) and the Heat & Eat (H&E) Issued fields.

CAINDL – A new H&E field has been created. The "Y" indicator will appear if the individual has received the Heat and Eat benefit during the current LIHEAP period.

Examples:

CASHEL CIS SHELTER AND UTILITY COSTS INQUIRY 01/26/11 14:12:55
 Operator: Worker: Page 1
 Co Record D Status Case Name Cslid
 22 7866091 0 IMCW MAINT SNAP CLIENT 4505
 Income Month Pymt P/R Share Utility % Co Record Other PA Inc
 02/2011 02
 Mth Bill Amt V
 Lot/Rent/Mortgage Homeless Shelter Allowance
 Taxes V
 Insurance Support Pmt to Non-HH-Mbr(s) 0.00
 ===== Totals =====
 Telephone Shel Costs
 Electric Act Util Std Type H
 Gas Act S/U Std S/U 524.00
 Oil =====
 Water **Heat & Eat Issued: Y**
 Sewerage Responsible for Heat/Cooling? N
 Garbage/Trash Heat/Cooling Billed Sep/Indiv Metered? N
 Util Install Receives LIHEAP? Y Override? N
 Other Non-phone Utility Costs? N
 Use Actual Utility Expenses?
 Next Trans: _____ Parameters: _____ Xmit: _

CAINDL CIS INDIVIDUAL DETAIL INQUIRY 01/26/11 14:13:26
 Operator: Page: 1
 Indiv No V Status **H&E** Dist Cslid Worker PA CAP ID/V Src
Y
 Last Name First M App DOB V Sex SSN V Cit V Src Vet Ed
 SNAP CLIENT
 MS V Vote Race Eth HIB Number TPL LA LA Date Org
 # Benefit Days: TANF: 0000, GA: 0000, Timeout: 0000, Act 35: 0000, ET: 0000

 Sel Co Record C/G C Pg LN DQ Rel El S Retro Elig Beg Elig End
 - 22 7866091 FS 0 00 01 X EM A 01/01/11
 - 22 7866091 FS 0 00 01 X EM I 12/02/10 12/31/10
 -
 F18 - NAME INQ F19 - IEVS DETAIL F20 - NON-FIN ATTRIBUTE
 Next Tran: _____ Parameters: _____ Xmit: _

At the beginning of each LIHEAP period, Heat and Eat indicators will be re-set to “N”. If Heat and Eat is renewed for that LIHEAP season:

- Eligible households will be re-enrolled;
- Heat and Eat benefits will be issued using Reason Code 502;
- “Y” indicators will be entered on CAINDL and CASHEL; and,
- Notice 400/option 2 (option 5 in counties with Client Notice Redesign) will be sent to inform households that they have been enrolled in this initiative.

Frequently Asked Questions

What SNAP households are eligible for Heat and Eat?

All households **except the following** are eligible to be enrolled in the Heat and Eat Initiative:

- Households currently receiving LIHEAP;
- PA CAP households;
- Households receiving nursing home care;
- Households who are homeless (Program Status Code FS41 or FS42);
- Households receiving extended SNAP benefits (Program Status Code FS43);
- Households with a facility code **other than** 17, 18, 19, and 39. (Those with facility codes 17, 18, 19 and 39 are eligible for Heat and Eat).

How will SNAP households be enrolled in this initiative?

Eligible households are automatically enrolled. The SNAP household does not have to do anything to be enrolled.

Does Heat and Eat impact eligibility for SNAP?

Eligibility for Heat and Eat is determined and the HSUA applied prior to the net income test; therefore, some households that appear ineligible at the outset will be eligible due to participation in the Heat and Eat Initiative.

Does the implementation of Heat and Eat impact already existing Heat and Eat cases?

In addition to converting eligible cases, the final Heat and Eat special batch run will also convert existing Heat and Eat cases to the new ongoing format and add the additional Y indicator on CQINDL.

How will SNAP households access their Heat and Eat benefit?

SNAP recipients can access their Heat and Eat benefit at any store that accepts Electronic Benefits Transfer Cards. The recipient will have to enter cash to use their Heat and Eat benefit and it may be used on any item. The Heat and Eat benefit does not follow the same rules as SNAP in regard to items that can be purchased.

What Heat and Eat indicator will non-eligible and disqualified household members have?

When the household is enrolled in Heat and Eat, non-eligible and disqualified members will also have the “Y” Heat and Eat indicator.

When a member of a Heat and Eat household leaves and is opened in a new case, does that individual get another Heat and Eat issuance?

No. The Heat and Eat “Y” indicator is retained and the household is eligible for the HSUA, but Heat and Eat benefits are not re-issued.

If a new member, who has not received Heat and Eat in the past, enters a Heat and Eat enrolled household, is the indicator updated to “Y”?

No

NEXT STEPS

1. Review this information with your staff.
2. Direct any questions to your area manager.
3. This Operations Memorandum will become obsolete when the initiative ends.