

Memo

Date: October 1, 2011

To: Energy Vendors

From: Alisha Johnson – LIHEAP Coordinator

Re: Low Income Home Energy Assistance (LIHEAP) Program

The LIHEAP program is working with clients, the Tribes, the public and our energy vendors to prevent fraud, waste, abuse or mismanagement of LIHEAP funds. This notice outlines NCIDC's program procedures and informs you of our fraud reporting information.

NCIDC works with the Tribes to provide LIHEAP services to their membership. The Tribes provide NCIDC with documentation of client eligibility and what the client's energy needs are. After NCIDC approves clients for the program, the energy vendor will receive a pledge letter stating what services the client is authorized to receive. NCIDC pledge letters are for a one-time payment, for the specified client. If further services are granted another pledge letter will be submitted to you for your services. Only NCIDC staff are authorized to make pledges to LIHEAP energy providers.

NCIDC releases payments directly to official LIHEAP energy vendor after a client is qualified for the program and there is verification that the vendor provided the credit or energy product. Wood vendors must get the client to sign the "firewood delivery invoice" signifying that they have received the amount of wood allocated. The vendor must also sign and return to NICDC the form to qualify to receive payment.

Please see attached Fraud hotline information for reporting suspected fraud or abuse of LIHEAP funds. Should you have any questions or concerns please call Alisha Johnson at the number listed.