

## *LIHEAP Household Report:*

### List of Checks to Complete Before Submission

This document provides a list of items for state grantees to check before submission of your annual *LIHEAP Household Report* (long form). If you can answer “yes” to all of the following questions, then you are ready to certify and submit their final *LIHEAP Household Report*.

<b><u>General Checks</u></b>			
<b>1.</b>	<p><b>Does the information you reported represent annual data for the entire federal fiscal year (October 1<sup>st</sup> to September 30<sup>th</sup>)?</b></p> <p>The data you used to complete this report should be data for the 12-month federal fiscal year period (October 1<sup>st</sup> to September 30<sup>th</sup>), even if your program operates according to a different fiscal year schedule.</p>	YES	NO
<b>2.</b>	<p><b>Does the data you reported represent households?</b></p> <p>The unit for LIHEAP counting is the household, rather than the number of persons in the household or home. The information you report on assisted households should represent households assisted with any LIHEAP funds.</p>	YES	NO
<b>3.</b>	<p><b>Is the information you reported <u>final</u> data, rather than preliminary estimated data?</b></p> <p>Your preliminary Household Report may contain non-final or estimated data, but your final Household Report should contain final data derived and calculated from your data tracking system and program records.</p>	YES	NO
<b>4.</b>	<p><b>If you have verified that all reported data are final, have you indicated in the report that all data are final?</b></p> <p>Once you have verified that all data are final, you should select “no” in response to the question: “Do the data below include estimated figures?” and should not have any checkboxes indicating estimated data throughout the report.</p>	YES	NO
<b>5.</b>	<p><b>Have you included any important information for understanding or interpreting your data in the “Notes”?</b></p> <p>The “Notes” portion of the form should contain your responses to any warning messages you received when submitting your report, as well as descriptions of any data anomalies or important program changes or characteristics relevant to the data. Any figures that are estimated should be identified in the form and explained in the “Notes” section.</p>	YES	NO

<b><u>Section I “Number of Assisted Households”</u></b>			
<b>6.</b>	<p><b>Have you reported the number of assisted households for each type of LIHEAP assistance that you provided during the fiscal year, and does this match the types of assistance you indicated you would provide in your Model Plan for the fiscal year?</b></p> <p>You should report the number of assisted households for each type of assistance you provided during the fiscal year. If you indicated in your Model Plan that you would provide a type of assistance, but did not actually provide that type of assistance, you should revise your Model Plan so that the reports are consistent.</p>	YES	NO
<b>7.</b>	<p><b>Is the number of households you reported for <i>Any Type of LIHEAP Assistance</i> (Line 5) the <u>unduplicated</u> number of households that received any kind of LIHEAP assistance, excluding nominal payments?</b></p> <p>If your program allowed households to receive multiple types of LIHEAP assistance during the fiscal year (such as by allowing the same household to receive both heating and weatherization assistance), the number you report for <i>Any Type of LIHEAP Assistance</i> should be less than the number of households calculated by adding together each separate type of assistance (lines 1-4), (excluding households receiving only nominal benefits). If your program allowed households to receive only one type of LIHEAP assistance each year (or only one benefit), the number you report for <i>Any Type of LIHEAP Assistance</i> should equal the number of households calculated by adding together each separate type of assistance (lines 1-4), and you should include an explanatory note in the “Notes” section to explain this. Additionally, the number of households you report for <i>Any Type of LIHEAP Assistance</i> should never be less than the number you report for Bill Payment Assistance.</p>	YES	NO
<b>8.</b>	<p><b>Is the number of households you reported for Bill Payment Assistance (Line 6) the <u>unduplicated</u> number of households that received any heating, cooling, crisis, or supplemental assistance used to help pay household energy bills?</b></p> <p>If your program allowed households to receive multiple types of bill payment assistance (such as by allowing the same household to receive both heating and crisis assistance), the number you report for Bill Payment Assistance should be less than the number of households calculated by adding each separate type of bill payment assistance (lines 1-3c). If some households only received equipment repair and replacement, weatherization assistance, or nominal payments, the number you report for Bill Payment Assistance should be less than the number you report for <i>Any Type of LIHEAP Assistance</i> (line 5). The number of households you report for Bill Payment Assistance should never exceed the number you report for <i>Any Type of LIHEAP Assistance</i>.</p>	YES	NO

<p>9.</p>	<p><b>If your state provided nominal benefits, have you reported the number of households that received nominal payments in Line 7, and have you included a note which describes the nominal payments program and the amount of assistance each household receives?</b></p> <p>Grantees that provided nominal payments to SNAP households should report the number of households that received a nominal payment and include details in the “Notes” portion of the form to explain this component of your program and to provide the nominal payment amount each household received.</p>	<p>YES</p>	<p>NO</p>
<p>10.</p>	<p><b>If equipment replacement/repair is included in a type of non-crisis LIHEAP assistance, such as heating or cooling, did you include the number of households that received equipment replacement/repair in the “Notes” section?</b></p> <p>If you provided equipment repair/replacement on a non-emergency basis as part of heating assistance or cooling assistance, you should include information on the number of households served with this assistance in the “Notes” portion of the form.</p>	<p>YES</p>	<p>NO</p>

<p><b><u>Section II “Number of Assisted Households by Poverty Interval”</u></b></p>			
<p>11.</p>	<p><b>Do all households that received LIHEAP assistance have incomes at or below the poverty threshold for income-eligible households that you indicated in your Model Plan?</b></p> <p>If not, you should either modify your Model Plan to reflect the way your program operated during the fiscal year or include a note which explains the discrepancy.</p>	<p>YES</p>	<p>NO</p>
<p>12.</p>	<p><b>Do the “By Poverty Interval” Counts for assisted households (Section II) add up to the Total Number of Households that are reported in Section I for each type of assistance, and did all households have poverty interval information?</b></p> <p>If any household were missing poverty interval information, you should include a note in the “Notes” portion of the form to explain the issue and how you accounted for these households.</p>	<p>YES</p>	<p>NO</p>

<b><u>Section III “Number of Assisted Households by Vulnerable Populations” and Optional Section VI “Number of Assisted Households by Young Child Age Category (Optional)”</u></b>		
<b>13.</b>	<p><b>For each type of assistance, is the <u>unduplicated</u> count of households with an elderly member, disabled member, or young child (Column D) greater than the count of households reported for each separate vulnerable category in Columns A, B, and C?</b></p> <p>For each row in Section III, verify that the count in Column A (number of elderly households) is less than the count in Column D (households with any vulnerable member), the count in Column B (households with a disabled member) is less than the count in Column D, and the count in Column C (households with a young child) is less than the count in Column D. If the number of households reported in Column D is equal to the number of households reported in Column A, Column B, or Column C, please include an explanatory note in the “Notes” section.</p>	YES      NO
<b>14.</b>	<p><b>For each type of assistance, is the <u>unduplicated</u> count of households with an elderly member, disabled member or young child (Column D) less than the sum of the count of households reported for each separate vulnerable category in Column A, B, and C?</b></p> <p>For each row in Section III, add up the counts in Columns A-C (households with an elderly member, households with a disabled member, and households with a young child), and verify that the sum is greater than the count in column D (households with any vulnerable member). If the number of households reported in Column D is equal to the sum of the number of households reported in Column A, Column B, and Column C, please include an explanatory note in the “Notes” section.</p>	YES      NO
<b>15.</b>	<p><b>For each type of assistance, is the number of households with a vulnerable member reported in Section III less than the total number of assisted households reported in Section I?</b></p> <p>Vulnerable households should be a subset of the population reported in Section I, so for each type of assistance, the number of vulnerable households should be less than the total number of households served. This means that for each type of assistance, the number of households reported in Column A (households with an elderly member), Column B (households with a disabled member), Column C (households with a young child), and Column D (households with any vulnerable member), should be less than the number of households reported in Section I. If this is not the case and there is an explanation for this, please make sure there is a note in the “Notes” section or an explanation in your Model Plan.</p>	YES      NO

16.	<p><b>Is the number of households you reported for <i>Any Type of Assistance</i> (Line 5) for each vulnerable category the <u>unduplicated</u> number of households that received any kind of LIHEAP assistance?</b></p> <p>If your program allowed households to receive multiple types of LIHEAP assistance (such as by allowing a household to receive both heating and weatherization assistance), the number you report for <i>Any Type of Assistance</i> should be less than the number of households calculated by adding each separate type of assistance (lines 1-4) for each vulnerable category (Columns A-D), unless households can only receive one type of LIHEAP assistance each year. For each vulnerable category, if the sum of households receiving each type of LIHEAP assistance equals the number of households reported for <i>Any Type of Assistance</i>, please include a note in the “Notes” section.</p>	YES	NO
17.	<p><b>If you reported the optional information on the number of assisted households by young child category for Section VI:</b></p> <p><b>For each type of assistance, is the <u>unduplicated</u> number of assisted households with a young child (Section III, Column C) less than the sum of the counts in Column A and B of Section VI?</b></p> <p>The sum of the unduplicated number of households with a child less than 2 years old (Section VI, Column A) and the unduplicated number of households with a child aged 3-5 (Section VI, Column B) should be greater than the unduplicated number of households with a child that is 5 years or younger (Section III, Column C). This should occur because a portion of households should have both children under 2 years old and children that are 3-5 years old.</p>	YES	NO

**Section IV “Number of Applicant Households” and Section V “Number of Applicant Households by Poverty Interval”**

18.	<p><b>Does the information you reported represent the number of applicant households?</b></p> <p>The definition of "applicant" households is not defined by the LIHEAP statute. Consequently, grantees have flexibility in defining “applicant” households. The count of applicant households should include the number of applicant households whether or not they actually received LIHEAP assistance.</p>	YES	NO
19.	<p><b>Are the number of applicants for each type of assistance in Section IV greater than or equal to the number of assisted households reported in Section I?</b></p> <p>The number of applicant households should exceed the number of households actually assisted if not all applicants received assistance.</p>	YES	NO

20.	<b>Are the number of applicants by poverty interval in Section V greater than or equal to the number of assisted households reported for each type of assistance in Section II?</b>	YES	NO
21.	<b>Do the “By Poverty Interval” Counts for applicant households (Section V) add up to the Total Number of Households that are reported in Section IV?</b>	YES	NO