**ENERGY ASSISTANCE**

 **BPRO MEETING MINUTES**

**April 3, 2019**

**Meeting Facilitator:** Phoebe Wright, Committee Chair

**Speakers:** Susan Hill, Housing Program Administrator with the Department of Housing and Community Development Weatherization Program.

Catherine Pond and Angela Ector Home Office Consultants, Andrea Gregg EAP Program Manager

**Attendees:** 28 in person at Central Regional Office,

 19 participated by telephone and video conferencing

**Weatherization Assistance Program information:**

Susan Hill had a presentation on the Weatherization Assistance Program (WAP). The presentation will be uploaded to the BPRO website along with the minutes.

WAP is administered through 17 local non-profit agencies statewide. You may email Susan if you have case specific question regarding the agency that serves your locality.

The income limits for the WAP are in the presentation. The income limits are much higher than EAP limits so you can refer households who are not eligible for EAP to the WAP.

There are utility funded programs that also assist with weatherization, Dominion Energy, Appalachian Power, Columbia Gas of Virginia and Old Dominion Electric Cooperative. Households who don’t quality for assistance through WAP may be eligible through the utility company.

 If you would like brochures on WAP, please contact Ms. Hill at susan.hill@dhcd.virginia.gov

**EAP Updates:**

Catherine and Angela had a presentation on items to be aware of with finishing out Crisis and Fuel components. The presentation will be uploaded to the BPRO website.

Please check your agencies “pending by component” report as you should have no pending cases at this point. A question was brought up on how to handle an application T# that is showing on the pending list but was processed. The Consultants advised us to submit tickets on these T#. They also mentioned that EAP applications should never be denied using “Application Screening Disposition”. EAP cases must be processed through the EAP module.

There will be some EAP updates to VaCMS in the April release. Please review the release note when they are posted.

Send vendors who have not returned a completed Credit Authorization the “Vendor Letter – Crisis Need Signed CA Verifications” which is available in the forms drawer on the EAP Fusion page. A copy of the form should be uploaded to the case in VaCMS.

VaCMS will be set to inquiry only on Friday, April 26, 2019. Do not attempt to make any case changes after this date as doing so could cause system errors.

A question was asked on the correct way to close a CA when work was not done. The correct way, once you receive the CA back from the vendor (you must get it back from them) that shows no work was performed, answer YES to the question on benefit issuance “close without issuance” and authorize the case. There is no notice generated to the household so you will need to notify them.

Community Resources – If you are aware of any organization that assists households in your locality, please let them know they can register to be on the Virginia 211 referral line. 211 receives more calls requesting assistance with utilities than any other type of assistance.

The next BPRO EAP meeting is scheduled for June 13, 2019 at CRO. I have asked the Consultants to give us reminders/pointers for Cooling Assistance.

The June 13th meeting will be my last meeting as the BPRO EAP Chair. If you are interested in becoming the Chair of this committee, please let me know. As Andrea Gregg mentioned, this committee has grown over the last few years and provides valuable information and assistance to EAP workers and we want this to continue. The Home Office staff fully support this committee and will assistance the new chair.