POLICY TRANSMITTAL NO. 07-60	DATE: OCTOBER 30, 2007
FAMILY SUPPORT SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:20, Table of Contents; 340:20-1, Table of Contents; and 20-1-8.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

OAC 340:20-1-8 is revised to establish rules regarding the verification of the lawful presence in the United States for persons 14 years of age or older who are applying for state or federal public benefits and how to determine when an alien is eligible for benefits.

Original signed on 10-22-07

Mary Stalnaker, Director Family Support Services Division	Sharon Neuwald, Coordinator Office of Legislative Relations and Policy

WF # 07-20 (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

REMOVE	INSERT
340:20, Table of Contents	340:20, Table of Contents, 1 page only, revised 11-1-07
340:20-1, Table of Contents	340:20-1, Table of Contents, 1 page only, revised 11-1-07
340:20-1-8	340:20-1-8, 1 page only, revised 11-1-07

CHAPTER 20. LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Subchapter **Section**
1. Low Income Home Energy Assistance Program 340:20-1-1

Appendix A. Application for Low Income Home Energy Assistance Program **[REVOKED]**
Appendix B. Declaration of Income Eligibility **[REVOKED]**
Appendix C. Authorization/Agreement/Claim Form **[REVOKED]**
Appendix D Notice of Eligibility for Energy Crisis Assistance **[REVOKED]**
Appendix E. Low Income Home Energy Assistance Program Income and Resource Level by Household Size **[REVOKED]**
Appendix F. Benefit Levels (unsubsidized) **[REVOKED]**

SUBCHAPTER 1. LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Section
340:20-1-1. Purpose
340:20-1-2. Legal base
340:20-1-3. Scope
340:20-1-4. Coordination with Native American energy programs
340:20-1-5. Coordination with Family Support programs
340:20-1-6. Coordination with utility suppliers
340:20-1-7. Outreach
340:20-1-8. Citizenship and alien status
340:20-1-9. Priorities
340:20-1-10. Program factors
340:20-1-11. Income and liquid resources
340:20-1-12. Applications
340:20-1-13. Verification
340:20-1-14. Actions, method of payment, and notifications
340:20-1-15. Other procedures
340:20-1-16. Energy crisis assistance **[REVOKED]**
340:20-1-17. Energy Crisis Assistance
340:20-1-18. Expedited services during regular heating assistance program **[REVOKED]**

340:20-1-8. Citizenship and alien status

Revised 11-1-07

(a) To be eligible for Low Income Home Energy Assistance Program (LIHEAP) benefits an individual must be: ■ 1

(1) a United States (U.S.) citizen;

(2) a U.S. non-citizen national;

(3) an alien who is both qualified and eligible; or

(4) an alien not required to meet qualified alien status.

(b) Pursuant to Section 71 of Title 56 and Section 20j of Title 74 of the Oklahoma Statutes, all persons 14 years of age and older must declare whether they are residing in the U.S. lawfully and may be required to sign Form 08MP005E, Citizenship Affidavit, in accordance with OAC 340:65-3-1(g).

INSTRUCTIONS TO STAFF 340:20-1-8

Issued 11-1-07

1. See OAC 340:50-5-67 for citizenship and alien status requirements.