

***Instructions for the LIHEAP Household Report for FFY 2023—Long Form***

Division of Energy Assistance  
Office of Community Services  
Administration for Children and Families  
The U.S. Department of Health and Human Services  
[DATE TBD]

**The Paperwork Reduction Act of 1995**

This information collection (OMB Control No. 0970-0060; Expiration Date: 05/31/2025) is conducted in accordance with the Low Income Home Energy Assistance Program (LIHEAP) statute (Public Law 97-35, as amended), and 45 CFR 96.82. Information received from this collection provides data to the Administration and Congress in its oversight of grant recipients' performance in administering the LIHEAP program.

Public reporting additional burden for this information collection, *LIHEAP Household Report for Federal Fiscal Year (FFY) 2023—Long Form*, is estimated to be an average burden of 67 hours per respondent. The estimates include the time for reviewing instructions, and gathering, editing, maintaining, and reporting the data.

The responses to this information collection are required in order to obtain LIHEAP funding data in accordance with Section 2605(c)(1)(G) of the LIHEAP statute. **This information collection is required of the 50 States, District of Columbia, and the Commonwealth of Puerto Rico that are applying for FFY 2023 funds.** Direct-grant Indian tribes/tribal organizations and other territory grantees are to report on the number of households assisted on the *LIHEAP Household Report for FFY 2023—Short Form*.

This information is not considered confidential; therefore, no additional safeguards are considered necessary beyond that customarily applied to routine government information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

LIHEAP data is submitted through the Administration for Children and Families' (ACF's) Online Data Collection (OLDC) system, a component of Grant Solutions. After signing on to OLDC, select the

*LIHEAP Household Report Long Form for FY 2023.*

After signing on to the Online Data Collection (OLDC) system, select OLDC Report and follow the steps for accessing the LIHEAP Household Report-Long Form for FFY 2023. The instructions for completing the Report are built into the Report itself through hyperlinks. A tutorial is also available at the link below using the Carryover Report as an example. (Note: you must log-in to your OLDC account before clicking the link below). The process for completing and submitting the Report is the same for the Household Report form in OLDC.

Final LIHEAP household data for FY 2023 will be reviewed in OLDC for consistency with each state's LIHEAP Model Plan for FY 2023 and later with the data reported in each state's LIHEAP Performance Data Form for FY 2023.

The reporting instructions are organized into the following sections and subsections:

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## Introduction

Section 309 of the Human Services Amendments of 1994, Public Law 103-252, amended section 2605(c)(1)(G) of the LIHEAP statute to require grant recipients, as part of their annual LIHEAP grant application, to report certain data on households which apply for LIHEAP assistance and on households which receive LIHEAP assistance in the most recent Federal Fiscal Year.

**September 1, 2023** is the deadline for all grant recipients to submit their preliminary *LIHEAP Household Report for FFY 2023* as part of their LIHEAP state plans for FFY 2023 and **December 31, 2023** is the due date to submit final data. (This date may be extended for tribal grant recipients if the state in which the tribe is located agrees to a later date. The date may be extended for state or territorial grant recipients if HHS agrees to a later date.). However, any requests for extension need to be made before that date.

LIHEAP grant applications will not be considered complete without submission of the data in the *LIHEAP Household Report* in OLDC, including the identifying information.

Estimated data is due to ACF by September 1, 2023. Final LIHEAP household data for FFY 2023 is to be submitted to OCS through ACF's Online Data Collection (OLDC) system by **December 31, 2023** in preparation of the Department's *LIHEAP Report to Congress for FFY 2023*.

### ***Reporting Changes for FY 2023 Reporting***

Starting with FY 2023 grant recipients will report applicant demographics of race, ethnicity, gender for applicants. For FY 2024 grant recipients will need to report demographic information of race, ethnicity, and gender for all household members. In FY 2023 LIHEAP household grant recipients will start reporting the Number of Assisted Households by Owner/Renter Status which will be optional in FY 2023 and required in FY 2024. To report this information, grant recipients will continue to identify which funding sources were used to provide each household with each type of LIHEAP assistance during FY 2023 and FY 2024.

As in the past, grant recipients are required to report on the *LIHEAP Household Report* "unduplicated counts" of LIHEAP households for each line in the report. Households that received multiple types of assistance should be included in the count of households for each relevant assistance type. For example, if the same household received both Heating Assistance and Cooling Assistance, it should be included in the count of households that received Heating Assistance and the count of households that received Cooling Assistance. For households that received funds from multiple funding categories for a specific type of assistance, the household should be included each relevant line as described above.

### ***Federal LIHEAP Funds***

Households could be assisted in FFY 2023 with the following Federal LIHEAP funds:

- FY 2023 LIHEAP regular block grant funds,
- Regular LIHEAP funds carried over from FY 2022 for obligation during FY 2023,
- FY 2022 LIHEAP block grant funds reallotted to FY 2023,

- Regular LIHEAP funds obligated in FY 2022 that were expended in FY 2023, Coronavirus Aid, Relief, and Economic Security (CARES) Act supplemental LIHEAP funding; and
- American Rescue Plan Act (ARPA) supplemental LIHEAP funding.

The purpose of the LIHEAP Household Report is to report the number of households assisted with LIHEAP funding.

Starting for FY 2023 the LIHEAP Household Report is to report the Number of Assisted Households by Owner/Renter Status.

The FY 2023 report is being revised to include applicant demographic information and for FY 2024 demographic information on all household members. This demographic information will include:

1. Number of Assisted Applicants by Race and Ethnicity. Grant recipients will report on assisted applicants by race and ethnicity according to standard census categories. This measure will be required starting in FY 2023.
2. Number of Assisted Household Applicants by Gender. Grant recipients will report on LIHEAP assisted applicants by gender. This measure will be required starting in FY 2023.
3. Assisted Household Members by Race and Ethnicity. This measure will quantify LIHEAP assisted household members by race and ethnicity and be optional for FY 2023 but required starting in FY 2024.
4. Number of Assisted Household Members by Gender. This measure will quantify LIHEAP assisted household members by gender and be optional for FY 2023 but required starting in FY 2024.

### ***Basic Types of LIHEAP Assistance***

LIHEAP grant recipients have the flexibility to choose which types of LIHEAP assistance best meet the needs of their low income households. Federal LIHEAP funds are used to provide the following basic types of assistance to households:

- heating assistance;
- cooling assistance;
- year-round crisis assistance;
- winter crisis assistance;
- summer crisis assistance; and
- weatherization assistance.

### ***Other Types of LIHEAP Assistance***

There are states which provide households with “other LIHEAP assistance,” as described in a state's LIHEAP Plan for FFY 2023. For the most part, this would include households receiving “other crisis assistance,” such as furnace or air conditioner repairs. Also, this would include Supplemental Nutrition Assistance Program (SNAP)

households that were provided a relatively small (“nominal”) LIHEAP payment to increase the amount of SNAP benefits that they receive.

Nominal benefits apply to those LIHEAP recipient households that received benefits as part of a partnership with the Supplemental Nutrition Assistance Program (SNAP). Count only those SNAP households that received a nominal LIHEAP benefit payment that deviates from the state’s regular payment matrix because the household has a minimal energy burden. In other words, only states that have a separate LIHEAP payment amount for SNAP recipient households need to report those households as nominal payment households. Report the count of SNAP households that received a nominal payment in lines 22, 23, 24, and 25 of Section I. Additionally, please include a note in the “Notes” section that provides a brief description of the nominal benefit program; and indicates the amount of the nominal benefit per SNAP household.

The number of such households will be included in a footnote for the relevant states in the annual LIHEAP Report to Congress.

Other types of small benefit amounts that are part of the state’s LIHEAP payment matrix or targeting other populations should **not** be included in the count of nominal payment households.

### ***Data Sections of the LIHEAP Household Report***

The data portions of the LIHEAP Household Report include Sections I –IX, as noted below. Within each section, rows represent the type of LIHEAP assistance provided by the grant recipient – consistent with the grant recipient’s state plan.

Section	Description
I	Number of assisted households
II	Number of assisted households by poverty interval
III	Number of assisted households by vulnerable population
IV	Number of assisted households by young child age category (Optional)
V	Number of Assisted Households Owner/Renter Status
VI	Number of Assisted Household Applicants by Race and Ethnicity
VII	Number of Assisted Household Applicants by Gender
VIII	Measure: Number of Assisted Household Members by Race and Ethnicity (Optional for FY 2023)
IX	Measure: Number of Assisted Household Members by Gender (Optional for FY 2023)

Sections I-III are to be completed for assisted household data. Section IV is optional. Section VI – VII are to be completed starting FY 2023. Section V, VIII and IX are optional in FY 2023 and required in FY 2024.

### ***Concept of Unduplicated Household Counts***

As in the past, grant recipients are required to report on the *LIHEAP Household Report* “unduplicated counts” of LIHEAP assisted households for each type of LIHEAP assistance provided.

The concept of unduplicated counts means that an item, such as a household, is counted only once for a specific data variable. However, unduplicated counting becomes complex when there are multiple data variables. Such counting requires the use of computerized data systems and tracking of households across a state’s entire LIHEAP program, including households receiving weatherization through LIHEAP funds.

Unduplicated household data must be reported separately for EACH type of LIHEAP assistance and for ANY type of LIHEAP assistance, as described in “Unduplicated Household Counts” under Section II of these instructions.

Report households that received a LIHEAP basic benefit for EACH and ANY type of LIHEAP assistance in FFY 2023. Unduplicated data also must include households that receive any “other” type of LIHEAP assistance, as explained below.

## **General Requirements**

Understanding of the reporting instructions will minimize our need to contact you for clarification or correction of your states’ reported data, saving both our agencies time and effort. This also will enhance our timeliness in compiling, editing, and reporting the data. If possible, we want to avoid having to note in the *LIHEAP Report to Congress* that a state’s data are inaccurate, estimated, unavailable, or untimely.

### ***Grant Recipient Information***

Please include in your *LIHEAP Household Report* the name, email address, and telephone number of the person to be contacted if we need to follow up with your state about its *LIHEAP Household Report*. The Report will be considered incomplete and not accepted in OLDC unless this information is included.

### ***Reporting Period***

Household data are for the reporting period for FFY 2023 (October 1, 2022 - September 30, 2023). Grant recipients may operate their programs on a different program year (e.g., starting January 1 or July 1). However, complete household data still need to be reported for the reporting period of FFY 2023.

### ***Definition of Household***

The unit for LIHEAP counting is the household; not the head of household or persons in the household. LIHEAP household counts need to be consistent with Section 2603(5) of the LIHEAP statute that defines the term “household” as “any individual or group of individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent.”

Given the above definition, a homeowner, a renter whose home energy costs are not included in its rent, and a renter whose home energy costs are included in its rent are counted as separate households. Also, a boarder who rents from a homeowner an apartment or living space with its own heating or cooling system is counted as a separate household. The counting of households becomes complicated if a household splits into two households over the FFY. This is a critical point when reporting an unduplicated number of households.

### ***Estimated vs. Actual Household Counts***

The **Long Form** includes the general question, “Do the data below include estimated figures? Select one YES or NO.”

If actual data are not available, then be sure to indicate which data elements are estimated using the check boxes within Column A in Sections I and V. Include estimates for poverty level and vulnerable households to ensure

completeness. **When actual data are reported later in a revised report, please uncheck the boxes for estimated data.**

### ***State Calculated Total Counts vs. OLDC Calculated Total Counts of Number of Households***

The total number of calculated households should equal the number of assisted households indicated in the grant recipient's records. If not, check the data entries and/or provide a note as to why the totals do not match each other.

### ***Households Receiving "Other LIHEAP Assistance"***

Counting and reporting on the number of households receiving "other LIHEAP assistance" are needed to credit states for their efforts in assisting such households (consistent with states' LIHEAP Plans for FFY 2023), and to provide an accurate accounting of the program's entire caseload.

Households receiving other LIHEAP assistance that is distinct from the basic types of LIHEAP assistance (heating assistance, cooling assistance, year round crisis assistance, winter crisis assistance, summer crisis assistance, and weatherization assistance) are to be counted and reported as follows:

- If the other LIHEAP assistance is additional emergency crisis assistance, those households should be reported as follows:
  - If the other LIHEAP assistance is an emergency equipment repair or replacement program, report these households on lines 7j, 7k, or, if applicable, 7l "Emergency Furnace Repair & Replacement[...]" according to the funding source(s) that supported the assistance. Include a note at the end of the Report that indicates the nature of the assistance and how many of these households are included in the regular crisis assistance categories (year round, winter, or summer crisis assistance).
  - If the other LIHEAP assistance is emergency crisis assistance that is distinct from the year round crisis assistance, winter crisis assistance, summer crisis assistance, or emergency equipment repair or replacement assistance, report these households in one of the additional crisis assistance lines provided in the report (lines 7m through 7r) according to the funding source(s) that supported the assistance. Indicate the name of the assistance in the line. Include a note at the end of the Report that indicates the nature of the assistance and how many of these households are included in the regular crisis assistance categories (year round, winter, or summer crisis assistance).
- If the other LIHEAP assistance is NOT additional crisis assistance (i.e. not emergency assistance), those households should be reported as follows:
  - Report the households based on the funds used to furnish the non-crisis assistance and on the basic type of related assistance (i.e. heating, cooling, or weatherization assistance). For example, if funds designated for heating assistance were used to provide non-emergency heating equipment repairs (in addition to a heating assistance benefit), households that received the non-emergency heating equipment repairs should generally be reported as part of the Heating Assistance counts.
  - DO NOT ADD a household that received other non-crisis LIHEAP assistance to the basic

type of related assistance (i.e. heating, cooling, or weatherization assistance) if the household received a different form of that basic type of assistance and is already counted. Each household should be counted only once in each line for each type of assistance.

- Include a detailed note indicating how you reported the other non-crisis assistance, explaining the nature of that assistance, and indicating the specific number of households that received the other non-crisis LIHEAP assistance.

SNAP households receiving only a reduced nominal LIHEAP benefit are not to be included in the count of households reported in lines 1 through 21 of any section. Instead, include households that received a reduced nominal LIHEAP benefits in lines 22 to 25 in Section I. The number of such households will be included in a footnote for the relevant states in the annual LIHEAP Report to Congress.

### ***Data Consistency***

The data will be checked for consistency against the type of LIHEAP assistance that states report in their *LIHEAP Model Plan for FY 2023* and later with the data reported in each state's *LIHEAP Performance Data Form for FY 2023*. For example, if obligated funds are reported for cooling assistance and there are no household data reported for cooling assistance, then the state should include a note which explains the inconsistency. States may correct such issues by creating a revision and resubmitting their *LIHEAP Household Report* or *LIHEAP Performance Data Form* in OLDC.

### ***Household Data Elements***

Unduplicated household counts must be reported for the following data elements:

1. number of assisted households, by EACH type of LIHEAP assistance,
2. number of assisted households by poverty level, by EACH type of LIHEAP assistance,
3. number of assisted households having at least one member 60 years or older (elderly vulnerability group) by EACH type of LIHEAP assistance,
4. number of assisted households having at least one member with a disability (disability vulnerability group) according to the state's definition of disability by EACH type of LIHEAP assistance
5. number of assisted households having at least one member 5 years or under (young child vulnerability group) by EACH type of LIHEAP assistance,
6. number of assisted households by ANY type of LIHEAP assistance,
7. number of assisted households by any vulnerable group for EACH type of LIHEAP assistance,
8. number of assisted households by each vulnerable group for ANY type of LIHEAP assistance, and
9. number of assisted households by any vulnerable group and for ANY type of LIHEAP assistance

Examples are included to help in understanding the instructions, and are included in the following tables:



Table Title

- 1 Scenarios in Counting Unduplicated Assisted Households for EACH and ANY Type of Assistance;
- 2 Required Data Counts of Assisted Households with Vulnerable Members;
- 3 Counting Unduplicated Households for EACH and ANY Type of Assistance; and
- 4 Requested (Optional) Counts of Assisted Young Child Households by Age Category.

## Section I – Number of Assisted Households

Count all households assisted in FFY 2023 with **Federal LIHEAP funds**, as indicated above. Include complete data for households receiving LIHEAP weatherization assistance even if those funds were used under the Department of Energy’s Low Income Weatherization Assistance Program.

### *Number of Households for EACH Type of Assistance*

Report households that received a LIHEAP basic benefit for EACH and ANY type of LIHEAP assistance in FFY 2023. Unduplicated data also must include households that receive any “other” type of LIHEAP assistance, as explained below.

For each type of LIHEAP assistance, report the number of households assisted for the following categories:

1. The first line is for grant recipients to report information for all households regardless of funding source. This is consistent with what grant recipients were required to report in the past. Grant recipients should report the total count of households, counting each household once if it received that type of assistance during FY 2023. Report households assisted with regular LIHEAP funds, LIHEAP CARES Act funds, LIHEAP ARPA funds, or any combination of these funds.
2. The second line is for grant recipients to report information on the subset of households that were assisted with CARES Act supplemental LIHEAP funding. Include households that received a benefit that was fully or partially funded with CARES Act funds. Exclude households that did not receive a benefit that was fully or partially funded by CARES Act funds. Important Note: This is a subset of the households reported in the first line, meaning that a household that received a benefit that was fully or partially funded with CARES Act funds should be reported in this line and in the first line as well.
3. The third line is for grant recipients to report information on the subset of households that were assisted with American Rescue Plan Act supplemental LIHEAP funding. Include households that received a benefit that was fully or partially funded with ARPA Act funds. Exclude households that did not receive a benefit that was fully or partially funded by ARPA Act funds. Important Note: This is a subset of the households reported in the first line, meaning that a household that received a benefit that was fully or partially funded with ARPA Act funds should be reported in this line and in the first line as well.

State grant recipients are required to report unduplicated counts of the number of assisted LIHEAP households as described below. Reporting pointers include:

- An unduplicated count of households means that households are to be counted only once for each type of LIHEAP assistance. . For example, a household receives two heating assistance benefits and three winter crisis assistance benefits. Count that household once under heating assistance and once under winter crisis for assisted households.
- A household is counted separately as a heating assistance applicant and recipient household if it receives

heating assistance, for example, in October 2022. If in January 2023 the household divides into two households, e.g., due to divorce or an adult child moving out of the house, the new household is to be counted as an assisted household if it receives a specific type of LIHEAP assistance later in the Federal Fiscal Year.

- A household receives “fast track” or “expedited” heating assistance in a crisis fuel situation when the grant recipient does not have a separate amount of funds designated for crisis fuel assistance. The ‘expediting’ or ‘fast tracking’ of benefits constitutes crisis intervention and the payment to the household constitutes heating assistance. Count that assisted household once under heating assistance and once under crisis assistance.

### ***Number of Households for ANY Type of Assistance***

For each “Any Type of LIHEAP Assistance” line, count a household once that received at least one type of LIHEAP assistance regardless of the type(s) of assistance provided to a household. For example, if a household received three heating assistance benefits, one winter crisis assistance benefit, and one cooling assistance benefit, then count that household only once under ANY Type of LIHEAP assistance. If a household only received a SNAP nominal benefit and no other LIHEAP assistance, it should not be included in the number of households receiving any type of assistance.

Table 1 provides examples for counting vulnerable households for EACH and ANY Type of Assistance as described below. The table presents scenarios of five households lettered **A–E**. The scenarios provide examples of reporting of unduplicated household counts for those household by EACH type of LIHEAP assistance.

**Table 1. Counting Unduplicated Numbered of Assisted Households for EACH and ANY Type of Assistance by Number of Benefits Provided**

Household Scenarios	# Benefits Provided by Heating	# Benefits Provided by Cooling	# Benefits Provided by Year Round Crisis	# Benefits Provided by Winter Crisis	# Benefits Provided by Summer Crisis	# Benefits Provided by Other Crisis	# Benefits Provided by Wxz.
<b>Household A</b> receives three heating assistance benefits and one year round crisis assistance benefit.	3	0	1	0	0	0	0
<b>Household B</b> receives a heating assistance benefit, a cooling assistance benefit, and weatherization assistance.	1	1	0	0	0	0	1
<b>Household C</b> receives a winter crisis benefit, emergency replacement of its heating unit, and summer crisis assistance benefit.	0	0	0	1	1	1	0
<b>Household D</b> receives an “expedited” or “fast tracked” heating assistance benefit to avoid a utility shutoff.	1	0	0	1	0	0	0
<b>Household E</b> receives “fast tracked” heating assistance, regular cooling assistance, summer crisis assistance, replacement of an air conditioner, and weatherization assistance.	1	1	0	1	1	1	1
Unduplicated Number of Assisted Households to Report for EACH Type of LIHEAP Assistance	4	2	1	3	2	2	2
Unduplicated Number of Assisted Households to Report for ANY Type of LIHEAP Assistance	5	5	5	5	5	5	5

The number of households counted for EACH type of LIHEAP assistance cannot be added to calculate the unduplicated number of households that received ANY Type of LIHEAP Assistance because a household may receive more than one type of LIHEAP assistance.

### ***Number of Households Receiving Bill Payment Assistance (Items 18 through 21)***

Count those households that received LIHEAP “bill payment assistance” in FY 2023. For each “Bill Payment Assistance” line, please report an unduplicated count of those households that received any type of bill payment assistance, defined as any LIHEAP benefits used to pay a share of household energy bills and utility deposits. This includes heating (lines 1 through 4), cooling (lines 5 through 8), non-emergency-repair crisis (lines 9a through 9l, and other cash benefits, including households that received heat-in-rent payments. [Note: households that received heat-in-rent are not households that received nominal LIHEAP benefits as part of a partnership with SNAP.]

Households that should NOT be counted in this item include:

- Households receiving only LIHEAP weatherization assistance or energy-related home repair (e.g. heating or cooling equipment repair or replacement) and
- Households receiving nominal benefits.

### ***Number of Households Receiving Nominal Payment Assistance (Items 22 through 25)***

For each “Nominal Payments” line, count those households that received nominal LIHEAP benefits as part of a partnership with the Supplemental Nutrition Assistance Program (SNAP). This is often referred to as "Heat or Eat" or "Cool or Eat" Program. Such households are not to be included in the count of households receiving any type of LIHEAP assistance.

## **Section II - Assisted Households by Poverty Intervals for Each Type of LIHEAP Assistance**

Household poverty levels must be reported according to the specified percent intervals. The number of assisted households are to be counted by poverty level for EACH Type of LIHEAP Assistance and each line, but not for assisted households that received ANY Type of LIHEAP Assistance. Reporting pointers include the following:

- An unduplicated number of households by poverty level means that a household is to be counted only once within a poverty level for EACH type of LIHEAP assistance provided to the household.
- The sum of the number of assisted households across the poverty intervals must equal the total number of assisted households for each type of assistance provided by the state. If this is not the case, provide the reason in the notes section at the end of the Report. Identify the data variable that is being described.

### ***Uniform Counting and Reporting***

Annual gross household incomes, adjusted by the number of household members (household size), are to be used in computing household poverty percentages, using the 2022 HHS Poverty Guidelines that were in effect at the beginning of FFY 2023 (October 1, 2022). See: [LIHEAP IM-2022-03](#), through which ACF announced the use of these guidelines for grantees’ programs.

### ***Gross Household Income Adjusted by Household Size***

Gross household income, adjusted by household size, is to be used in calculating a household's poverty level regardless of whether net income is used to establish income eligibility for LIHEAP assistance. Count an assisted household under the poverty level which is determined by the household's **gross** annual income and the household size. Gross income is the household's income before any deductions or adjustments, such as taxes or medical costs, are made to household income.

Household members represent those related and/or unrelated individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for residential energy in the form of rent. (Section 2603(5) of the LIHEAP statute [42 U.S.C. 8622(5)].

If gross household income determinations are made using less than a full year's income for a household, then annualize the months of income used, e.g., 12 times one month of household income, or four times three months of household income. Gross household income and household size also are needed for those households that are categorically eligible for LIHEAP assistance, such as households receiving Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Supplementary Nutrition Assistance Program (SNAP), or certain needs-tested veterans' benefits.

A household's gross annual income and/or household size can change during the fiscal year. If a household received two benefits or services under the same type of LIHEAP assistance, use that household's gross annual income and household size at the time of the initial determination of benefits or services in calculating that household's poverty level for statistical reporting.

### ***Calculating and Assigning Households to Poverty Percent Intervals***

The specific intervals for the poverty percents are shown in the **Long Form**. Compiling the data is best handled by computer programming. The basic steps in calculating assisted household's poverty level for FFY 2023 are as follows:

1. Obtain information on the household's gross income and number of members in that household. Refer to the 2022 HHS Poverty Guidelines for the state's dollar amount that constitutes 100% of the HHS Poverty Guidelines for the number of members in the household.
2. Divide the assisted household's gross income by the dollar amount equal to 100% of the 2022 HHS Poverty Guidelines, multiply the result by 100, and express the result as a rounded percent.

Based on each assisted household's calculated percent, add the assisted household under the appropriate poverty interval. For each type of assistance, adding the number of assisted households by poverty intervals should result in the unduplicated number of households assisted by that type of LIHEAP assistance. **If this is not the case, please note the reason.**

Some households that qualify for LIHEAP income eligibility using a household's net income can be counted in a higher poverty level using gross income. For example, a household's net income, adjusted for household size, may equal that state's income cutoff of 125% of poverty. The use of the household's gross income would most likely result in that household's classification of "126 - 150%" of poverty. To further illustrate, below are four examples of calculating and classifying a household's poverty interval (using the 2022 HHS Poverty Guidelines that were in effect at the beginning of FY 2022 (October 1, 2022)).

1. A weatherization assistance household with one member residing in Maine has a gross household income of \$13,828. According to the 2022 HHS Poverty Guidelines for Maine, \$13,590 represents 100% of the

Poverty Guidelines for a one-person household. Divide the household's income of \$13,828 by \$13,590 and multiply by 100 = 101.75%. Rounding off to the nearest whole percent = 102% of the 2022 HHS Poverty Guidelines. That household is classified as being within the interval of "101% to 125% poverty" for weatherization assistance.

2. A heating assistance household with three members from Arizona has a gross income of \$29,451. According to the 2022 HHS Poverty Guidelines for Arizona, \$23,030 represents 100% of the HHS Poverty Guidelines for a three-person household. Divide the household's income of \$29,451 by \$23,030 and multiply by 100 = 127.88%. Rounding off to the nearest whole percent = 128% of the 2022 HHS Poverty Guidelines. That household is classified as being within the interval of "126% to 150% poverty" for heating assistance.
3. A winter crisis assistance household with five members from Ohio has a gross income of \$27,158. According to the 2022 HHS Poverty Guidelines for Ohio, \$32,470 represents 100% of the HHS Poverty Guidelines for a five-person household. Divide the household's income of \$27,158 by \$32,470 and multiply by 100 = 83.64%. Rounding off to the nearest whole percent = 84% of the 2022 HHS Poverty Guidelines. That household is classified as being within the interval of "75% to 100% poverty" for winter crisis assistance.
4. A summer crisis assistance household with 10 members from North Dakota has a gross income of \$86,121. According to the 2022 HHS Poverty Guidelines for North Dakota, \$56,070 represents 100% of the HHS Poverty Guidelines for a 10-person household. Divide the household's income of \$86,121 by \$56,070 and multiply by 100 = 153.59%. Rounding off to the nearest whole percent = 154% of the 2022 HHS Poverty Guidelines. That household is classified as being in the interval of "over 150% poverty" for summer crisis assistance.

### **Section III – Number of Assisted Households by Vulnerable Populations**

An assisted household is classified as vulnerable if it has at least one household member who belongs to any of the following three groups of vulnerable households:

1. elderly, i.e., one member 60 years or older;
2. disabled (using the grant recipient's definition of "disabled", as the LIHEAP statute does not define the term); or
3. young child, i.e., age 5 years or under (include all children who are not yet 6 years old, that is, up to 5 years and 364 days old).

Tables 2a and 2b describe and include scenarios about four households that provide further examples of the counting and reporting of unduplicated household counts for each group of vulnerable households.

**Table 2a. Listing of the Members, Ages, and Vulnerability Groups of the Required Data Counts of Assisted Households with Vulnerable Members**

	Household A	Household B	Household C	Household D
<b>Member 1-Age (Disability Criteria)</b>	Cathy—29	Alice—46	Andrew--42 (D)	Sylvia--23
<b>Member 2-Age (Disability Criteria)</b>	Frank—36	Tom—17	Pauline--35	Carl--27
<b>Member 3-Age (Disability Criteria)</b>	Martha--67 (E)	Fran—12	Susan--72 (E)	Rick--2 (C)
<b>Member 4-Age (Disability Criteria)</b>	Al--76 (E) (D)	NONE	Charlie--5 (C)	Chet--4 (C)

**Table 2b. Required Data Counts of Assisted Households with Vulnerable Members**

Vulnerability Group Category	Required Data for Household A	Required Data for Household B	Required Data for Household C	Required Data for Household D	Required Data for Total number of assisted households
Number of assisted households	1	1	1	1	4
# Households with >1 Member 60 years or older ( <b>E</b> )	1	0	1	0	2
# Households with >1 Member Disabled ( <b>D</b> )	1	0	1	0	2
# Households with >1 Member Age 5 years or under ( <b>C</b> )	0	0	1	1	2
# Households with >1 Member E, D, or C	1	0	1	1	3

***Number of Vulnerable Households by Each Vulnerable Group for EACH Type of Assistance***

Data need to be reported **separately** for each of the three vulnerable groups of households, shown in Table 3a, for EACH type of LIHEAP, as shown in Table 3b. In calculating and reporting the data, note the following:

1. A household is to be counted for each vulnerable group in which the household has at least one member who is 60 years or older, disabled, or age 5 years or under. For example, a household that receives heating assistance includes one child 2 years old, another child 4 years old, and an elderly

member who also is disabled. This household would be counted once under each of the following vulnerable groups for heating assistance: 60 years or older; disabled; and age 5 or under.

2. An assisted household with two or more members in the same vulnerable group is to be counted once. For example, a household with two members who are both 65 years old would be counted once under 60 years or older.
3. The data on vulnerable groups are household counts; not the count of vulnerable persons or the number of heads of households that are vulnerable.

### ***Number of Vulnerable Households by Any Vulnerable Group for EACH Type of Assistance***

Data need to be reported **separately** for each type of LIHEAP assistance provided for the unduplicated number of households that had at least one member belonging to any of the three vulnerable household groups. For example, if a cooling assisted household includes any vulnerable members, then count that household once under any vulnerable group (Elderly, Disabled, or Young Child) for cooling assistance.

### ***Number of Vulnerable Households by Each Vulnerable Group, for ANY Type of Assistance***

Data need to be reported **separately** for each group of vulnerable households that received ANY type of LIHEAP assistance. For example, if a heating assisted household has two children under the age 5 and one person over the age of 60, then count that household under Any Type of Assistance, once under elderly, once under young child, and once under Elderly, Disabled, or Young Child. See Table 3 on the next page for examples.

### ***Number of Vulnerable Households by Any Vulnerable Group, for ANY Type of Assistance***

Data need to be reported for households having at least one member that is 60 years or older, disabled, or 5 years or younger for ANY Type of LIHEAP Assistance. For example, if a household receives cooling and weatherization assistance and includes at least one vulnerable member, then count that household as receiving ANY Type of Assistance under Elderly, Disabled, or Young Child.

**Table 3a. Listing of the Circumstances, Members, Ages, and Vulnerability Groups of the Households in the Scenarios for Counting Unduplicated Vulnerable Households by EACH and ANY Type of LIHEAP Assistance**

	<i>Household A</i>	<i>Household B</i>	<i>Household C</i>	<i>Household D</i>	<i>Household E</i>
<b>Household's Circumstance</b>	Receives three heating benefits & one summer crisis benefit.	Receives a heating benefit, cooling benefit, & weatherization	Receives a year round crisis benefit, an emergency furnace replacement, & summer crisis benefit.	Receives an "expedited" heating benefit to avoid a shutoff, summer crisis benefit, air conditioner repair, & weatherization.	Splits from Household D & receives two winter crisis benefits.
<b>Member 1-Age (Disability Status)</b>	Cathy-29	Alice-46	Andrew-42	Silvia-23	Silvia-23
<b>Member 2-Age (Disability Status)</b>	Father-67	Father 61	Mother-72	Ellen-8	Ellen-5
<b>Member 3-Age (Disability Status)</b>	Al-36 (disabled)	Tom-17	Pauline-35	Carl-27	NONE
<b>Member 4-Age</b>	Mother-72	Fran-2	Charlie-6 (disabled)	Rick-6	NONE



<b>(Disability Status)</b>	(disabled)				
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**Table 3b. Household Scenarios for Counting Unduplicated Vulnerable Households by EACH and ANY Type of LIHEAP Assistance**

<b>Required Household Counts and Associated Names, by LIHEAP Assistance Type</b>	<i>Total # and Name of Assisted Households</i>	<i># &amp; Name of Assisted Elderly Households</i>	<i># &amp; Name of Assisted Disabled Households</i>	<i># &amp; Name of Assisted Young Child Households</i>	<i># &amp; Name of Assisted Hhlds with Anyone Elderly, Disabled, or Young Child</i>
<b>HEATING #</b>	3	2	1	1*	2*
<b>HEATING NAMES</b>	A, B, D	A, B	A	B	A, B
<b>COOLING #</b>	1	1	0	1	1*
<b>COOLING NAMES</b>	B	B	--	B	B
<b>YEAR-ROUND CRISIS #</b>	1	1	1	0	1*
<b>YEAR-ROUND CRISIS NAMES</b>	C	C	C	--	C
<b>WINTER CRISIS #</b>	2	0	0	1	1*
<b>WINTER CRISIS NAMES</b>	D, E	--	--	E	E
<b>SUMMER CRISIS #</b>	3	2	2	0	2*
<b>SUMMER CRISIS NAMES</b>	A, C, D	A, C	A, C	--	A, C
<b>WEATHERIZATION #</b>	2	1	0	1	1*
<b>WEATHERIZATION NAMES</b>	B, D	B	--	B	B
<b>ANY TYPE #</b>	5**	3**	2**	2**	4***
<b>ANY TYPE NAMES</b>	A, B, C, D, E	A, B, C	A, C	B, E	A, B, C, E

\*Do not add the separate numbers of elderly, disabled or young child households to calculate the unduplicated number of **Elderly, Disabled, or Young Child** households for **EACH Type of LIHEAP Assistance**, as assisted households can have members counted under more than one vulnerable group.

\*\*Do not add the column of the unduplicated number of assisted households for each type of assistance to calculate the unduplicated number households for **ANY Type of Assistance**, as assisted households can be counted under more than one type of LIHEAP assistance.

\*\*\*Do not add the number of **Elderly, Disabled, or Young Child** households for each type of LIHEAP assistance to calculate the unduplicated number of **Elderly, Disabled, or Young Child** households under **ANY Type or LIHEAP Assistance**, as such households can be counted under **EACH Type of LIHEAP Assistance**.

#### **IV. Number of Assisted Households by Young Child Age Category (Optional)**

1Both House Report 103-483 and Senate Report 103-251 on S. 2000, the predecessor to Public Law 103-252 (the Human Services Amendments of 1994), instructed the Department to develop reporting requirements that distinguish between children under 3 years of age and those 3 years through 5 years of age.

1The count of assisted households with at least one child 5 years or under is **required**. Counts of assisted households with at least one child who is (a) 2 years old or under and (b) between 3 years and 5 years are **requested**, i.e., **optional** data items if the grant recipient elects to report the data. See Tables 4a and 4b for examples.

If reporting the requested data:

1. Count the number of assisted households with at least one child 5 years or under for each type of LIHEAP assistance provided.
2. Using those assisted households with at least one child 5 years or under, count the number of households with at least one child who is 2 years old or under.
3. Using those assisted households with at least one child 5 years or under, count the number of households with at least one child who is between 3 years through 5 years old regardless of whether those households have already been counted age 2 years or under.

1The sum of the number of households with at least one child 2 years or under and the number of households with at least one child between 3 years-5 years should **be greater** than the number of households with at least one child 5 years or under.

In Tables 4a and 4b, (C\*) means a young child 2 years or under and (C\*\*) means a young child between 3-5 years.

**Table 4a. Listing of the Members, Ages, and Vulnerability Groups of the Households in the Requested (Optional) Data Counts of Assisted Households with Young Children**

	<i>Household A</i>	<i>Household B</i>	<i>Household C</i>	<i>Household D</i>
<b>Member 1-Age (Disability Criteria)</b>	Cathy--29	Alice--46	Andrew--42 (D)	Sylvia--23
<b>Member 2-Age (Disability Criteria)</b>	Frank--36	Don--17	Pauline--35	Carl--27
<b>Member 3-Age (Disability Criteria)</b>	Martha--67 (E)	Fran--12	Susan--72 (E)	Raymond--2 (C*)
<b>Member 4-Age (Disability Criteria)</b>	Tom--76 (E) (D)	NONE	Charlie--5 (C**)	Chet--4 (C**)

**Table 4b. Scenarios of the Households in the Requested (Optional) Data Counts of Assisted Households with Young Children**

	<i>Household A</i>	<i>Household B</i>	<i>Household C</i>	<i>Household D</i>	<i>Total Countable Households</i>
<b># Countable Households--Age 2 years or under (C*)</b>	0	0	0	1	1

<b># Countable Households-- Age 3 years through 5 years (C**)</b>	0	0	1	1	2
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## **Section V: Number of Assisted Households by Owner/Renter Status**

This section requires recipients to report the owner/renter status of all unduplicated assisted households. This section is optional for the Fiscal Year 2023 but will be required on the 2024 reports Annual Household Report. This will allow recipients to make the needed changes to collect these data indicators.

Recipients should report the following information:

### **Owner/Renter Status**

1. Own
2. Rent with utilities billed separately
3. Rent with utilities in rental fee
4. Other
5. Unknown/not Reported

## **Section VI: Number of Assisted Household Applicants by Ethnicity and Race**

This section requires recipients to report the ethnicity and race of assisted household applicants. This section is required for the Fiscal Year 2023 and will be required for all recipients on the FY 2024 Annual Report. This will allow recipients to make the needed changes to collect these data indicators. Recipients should report the following information:

### **A. Ethnicity:**

1. Hispanic, Latino, or Spanish Origins – number of assisted household applicants that identify themselves as a part of this ethnic group.
2. Non-Hispanic, Latino or Spanish Origins – number of assisted household applicants that do not identify themselves as a part of this ethnic group.
3. Unknown/not reported – number of assisted household applicants that are unknown or not reported by ethnicity.
4. Total (Auto Calculated) - An unduplicated number of household applicants that identify themselves in any of these categories.

### **B. Race:**

1. American Indian or Alaska Native – number of assisted household applicants that identify themselves as a part of this race.
2. Asian – number of assisted household applicants that identify themselves as a part of this race.

3. Black or African American – number of assisted household applicant that identify themselves as a part of this race.
4. Native Hawaiian or Other Pacific Islander – number of assisted household applicants that identify themselves as a part of this race.
5. White – number of assisted household applicants that identify themselves as a part of this race.
6. Multi-race (two or more of the above) – number of assisted household applicants that identify themselves as a part more than one race.
7. Other – number of assisted household applicants that identify themselves as a part of another.
8. Unknown/not reported – number of assisted household applicants that is unknown or was not reported.
9. Total (Auto Calculated) – An unduplicated number of household applicants that has identified themselves as a part of any of these races.

## **Section VII: Number of Assisted Household Applicants by Gender**

This section requires recipients to report gender of assisted household applicants. Note: this section only asks about the gender of the applicant and should not gender data on other household members. This section 11 is required for the Fiscal Year 2023 reports and will be required for all recipients on the FY 2024 Annual Report. This will allow recipients to make the needed changes to collect these data indicators. Recipients should report the following information:

1. Self-Identified Male – number of assisted household applicants that identify their gender as male.
2. Self-Identified Female – number of assisted household applicants that identify their gender as female.
3. Other – number of assisted household applicants that identify their gender as other.
4. Unknown/not reported – number of assisted household applicants that indicate gender is unknown or not reported.
5. Total (Auto Calculated) – an unduplicated number of household applicants that identify themselves in any of these gender categories.

## **Section VIII: Number of Assisted Household Members by Race and Ethnicity**

This section requires recipients to report the race and ethnicity of all assisted household members, including the applicant. This section is optional for the Fiscal Year 2023 reports but will be required for all recipients on the FY 2024 Annual Report. This will allow recipients to make the needed changes to collect these data indicators. Recipients should report the following information:

### **A. Ethnicity:**

1. Hispanic, Latino, or Spanish Origins – number of assisted household members that identify themselves as a part of this ethnic group.
2. Non-Hispanic, Latino or Spanish Origins – number of assisted household members that do not identify themselves as a part of this ethnic group.

3. Unknown/not reported – number of assisted household members that are unknown or not reported by ethnicity.

4. Total (Auto Calculated) - An unduplicated number of household members that identify themselves in any of these ethnic categories

#### **B. Race:**

1. American Indian or Alaska Native – number of assisted household members that identify themselves as a part of this race.

2. Asian – number of assisted household members that identify themselves as a part of this race.

3. Black or African American – number of assisted household members that identify themselves as a part of this race.

4. Native Hawaiian or Other Pacific Islander – number of assisted household members that identify themselves as a part of this race.

5. White – number of assisted household members that identify themselves as a part of this race.

6. Multi-race (two or more of the above) – number of assisted household members that identify themselves as a part more than one race.

7. Other – number of assisted household members that identify themselves as a part of another.

8. Unknown/not reported – number of assisted household members that is unknown or was not reported.

9. Total (Auto Calculated) - An unduplicated number of household members that has identified themselves as a part of any of these races.

### **Section IV: Number of Assisted Household Members by Gender**

This section requires recipients to report the gender of all assisted household members, including the applicant. This section is optional for the Fiscal Year 2023 reports but will be required for all recipients on the FY 2024 Annual Report. This will allow recipients to make the needed changes to collect these data indicators.

Recipients should report the following information:

1. Self-Identified Male – number of assisted household members that identify their gender as male.

2. Self-Identified Female – number of assisted household members that identify their gender as female.

3. Other – number of assisted household members that identify gender as other.

4. Unknown/not reported – number of assisted household members that indicate gender is 12 unknown or not reported.

5. Total (Auto Calculated) – an unduplicated number of household members that identify themselves in any of these gender categories.

### **Notes**

The notes section is where all notes need to be entered concerning the data in the way of explanations and qualifications. Full use of the notes section can help to minimize or avoid follow up queries. Please identify which part of the *LIHEAP Household Report* that you are noting.

## **Certification**

This is where the official signing the LIHEAP Household Report clicks the “certify” and “click to sign” buttons in OLDC, which will then populate the date. Also provide the official’s name, job title, and telephone number. Please submit the completed *LIHEAP Household Report* in OLDC (in ACF’s Grants Solutions) at: <https://home.grantsolutions.gov/home/>.