

Data Collection Instructions for FY 2024-2025 RECS-LIHEAP Administrative Data Match

The Administration for Children and Families' (ACF) Office of Community Services (OCS) has asked its contractor to contact directly each state grant recipient of the federal Low Income Home Energy Assistance Program (LIHEAP) and provide one-on-one assistance in responding to this data request. The contractor needs each state recipient to transfer two data files about LIHEAP recipient households to identify which of those households also responded to the 2024 [Residential Energy Consumption Survey](#) (RECS). The federal LIHEAP statute requires our agency to collect these data from the Department of Energy, which conducts the RECS, to report on home energy use and related information (42 USC 8629(a)).

Data Files of LIHEAP Recipient Households

OCS' contractor is asking each state to provide **two data files—one for federal Fiscal Year (FY) 2024 and a separate one for FY 2025**—that include **LIHEAP recipient households assisted during each fiscal year**. The data files should only include households that received some form of federal LIHEAP funding, e.g., regular LIHEAP block grant funds, LIHEAP reallocation funds, and/or LIHEAP Infrastructure and Investment Act (IIJA) funds. **State grant recipients should be prepared to submit your two data files by [insert after OMB approval]**. A federal fiscal year covers October 1st through the following September 30th.

1. States have three options for how to submit LIHEAP recipient household information:
 - ▶ **Statewide:** All FY24 and FY25 LIHEAP recipient households for the **entire state; or**
 - ▶ **Counties:** All FY24 and FY25 LIHEAP recipient households only for the **counties** from your state **that were part of the 2024 RECS sample**. Please note that for the FY24 RECS, every household in a state has a probability of being selected to participate. Therefore, the sample is expected to include most or all counties in each state; or
 - ▶ **Zip Codes:** All FY24 and FY25 LIHEAP recipient households in selected **3-digit ZIP codes**. Please note that for the 2024 RECS, every household in a state has a probability of being selected to participate. Therefore, the sample is expected to include a larger portion of zip codes compared to past RECS.

Required Data Items

The following data items are needed for each LIHEAP recipient household you include in your data file:

- ▶ Address (**must** include street number and name, unit number [if applicable], city, and ZIP Code)
- ▶ Household or Client ID
- ▶ Household Size
- ▶ Gross Household Income
- ▶ Presence of Child Age 5 or Younger
- ▶ Presence of Adult Age 60 or Older
- ▶ Presence of Member with a Disability
- ▶ LIHEAP Benefit Information, including the following for each LIHEAP-funded bill payment assistance benefit that the household received during the federal fiscal year:
 - Benefit Type (Heating, Cooling, Crisis)
 - Benefit Amount (if applicable)

Optional Data Items

Please include these optional data if they are available in your database(s):

- ▶ Tenancy (i.e., own or rent)
- ▶ Type(s) of fuel used
- ▶ Heating bill included in rent

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We prefer to receive your data in one of these following commonly used formats — Microsoft (MS) Excel, MS Access, SAS, or Stata — although OCS will accept the data in other formats as well. OCS plans to use an approved secure File Transfer Protocol to allow for the secure transfer of the data.

Technical Support

Our contractor will contact you to provide one-on-one support to you in completing this data request and submission. However, you can also email our federal office if you have questions:

liheap@acf.hhs.gov