

Notice of Instruction

8929 Brittany Way
Tampa, FL 33619
(813) 740-3888
(800) 336-2226 (FL)
Fax (813) 623-1342



Notice of Instruction Number: NOI 112614- EHEAP Technical Assistance Guide Training Webinar

TO: All Emergency Home Energy Assistance for the Elderly Program (EHEAP)
Provider Staff

FROM: Kristina Melling, Program Manager

DATE: November 26, 2014

SUBJECT: Notice of Instruction: Emergency Home Energy Assistance for the Elderly Program
(EHEAP) Technical Assistance Guide Training Webinar

The purpose of this Notice of Instruction is to inform you that the Department is hosting an Emergency Home Energy Assistance for the Elderly Program (EHEAP) Technical Assistance Guide training webinar. The webinar will be held on Thursday, December 4 from 10 - 11:30 a.m.

All staff responsible for EHEAP program management are required to attend this training. The link to the webinar is as follows: <https://meet.lync.com/fldoea/hougek/TH8F2VN8>. For the audio portion of the webinar, please call 1-888-670-3525 and enter the participant passcode, which is 3960876812.

This training follows the EHEAP Technical Assistance (TA) Guide which was released with NOI # 050614. The TA Guide was designed to assist provider staff in the administration of EHEAP and development of EHEAP policies and procedures that ensure compliance with the Low Income Home Energy Assistance Program (LIHEAP) requirements.

The training provides an opportunity to be interactive. This webinar will be recorded for future training purposes and posted on the Department of Elder Affairs' website. Once posted, the AAAs will be notified and directed to the location of the training so that it may be accessed by AAA staff and EHEAP providers.

This is a required training for all staff that administers the EHEAP program. Following the training, please send your Program Manager verification of staff who participated. Staff not able to participate will need to view the training after it is posted by the Department, and provide confirmation that it has been completed.

If you have any question regarding this NOI, please contact your Program Manager.