
To: Wx Subgrantees
From: Community Programs
Release Date: June 3rd, 2024
Effective Date: April 1st, 2024
Subject: EAP Categorical Eligibility and Income Verification Guidance

Program Guidance: WAP-2024-03

Background

The State of Indiana's Weatherization Assistance Program (WAP) follows [WPN 24-3](#) in determining specific IHCD policy regarding eligibility and income verification when clients are categorically eligible. This guidance clarifies when a client is categorically eligible through EAP and what is required of subgrantees.

NEW GUIDANCE

Categorically Eligible Clients (definition): Categorically eligible clients are defined as households that have been income verified by an approved DOE federal program. DOE currently considers HHS LIHEAP (EAP) categorically eligible.

Income Eligibility and Documentation

All households that are approved for EAP are categorically income eligible for Weatherization. At the time of eligibility determination for Weatherization, the household must have a "current" EAP approval, as defined by a notification letter dated within the 12 prior months. The only information needed to document this eligibility is proof of the date on which the household was approved for EAP. Due to shared data systems and the ability for the Weatherization statewide database to pull EAP application approval status – the data field "Current EAP Application Status" being set to "Approved" and a current application date is all that is needed for proof of categorical eligibility. No physical copy of a letter is needed.

Local service providers should not collect any additional income eligibility documentation for households determined to be categorically eligible for Weatherization.

While LSPs should confirm applicants have correct approved status for categorical eligibility, Weatherization agencies are not responsible for errors in eligibility and approval determination completed by the EAP program.

As long as the Energy Audit has begun within the 12-month period, Weatherization can continue.

Please direct all questions regarding this guidance to Ethan Scott at iwx@ihcda.in.gov.

