

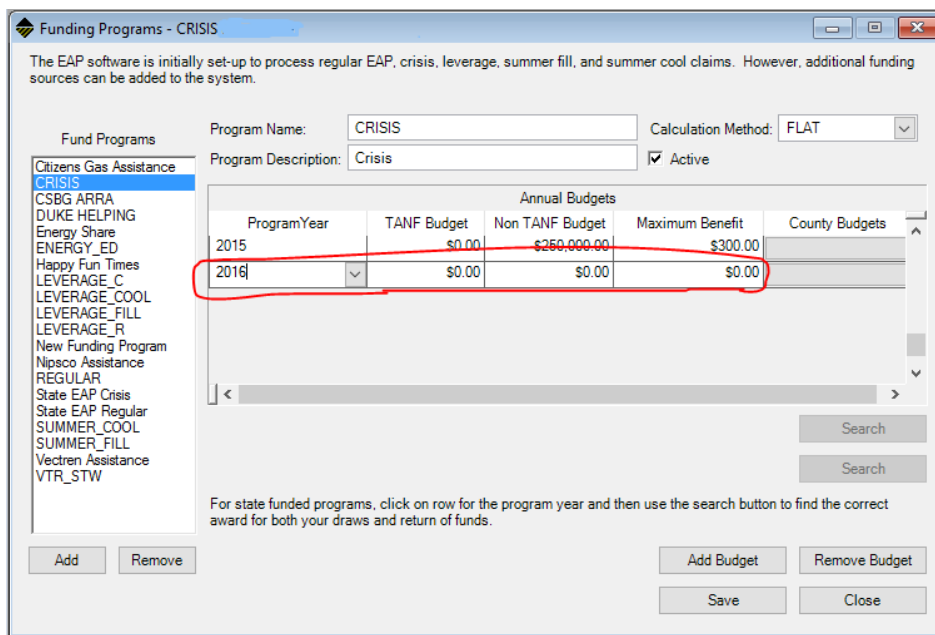
Agency RIAA Yearly Funding Program Set Up

1. Set up budget lines, Logged in as Agency Supervisor
Supporting Data > Funding Sources

Add budget amount and maximum benefit for each fund.

The new program year line should be available, *if not contact IHCD*.

Type in the Annual Budget amount and Maximum Benefit amount for each fund listed in the left column that will be utilized in the new program year.



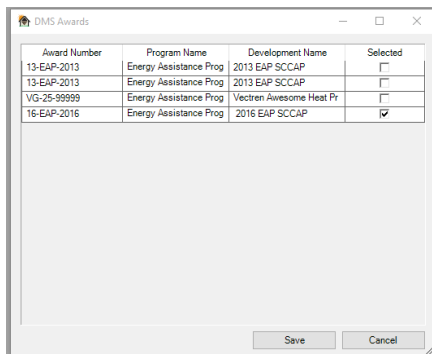
The EAP software is initially set-up to process regular EAP, crisis, leverage, summer fill, and summer cool claims. However, additional funding sources can be added to the system.

Fund Programs: Program Name: CRISIS, Calculation Method: FLAT, Program Description: Crisis, Active:

ProgramYear	TANF Budget	Non TANF Budget	Maximum Benefit	County Budgets
2015	\$0.00	\$250,000.00	\$300.00	
2016	\$0.00	\$0.00	\$0.00	

Buttons: Add, Remove, Add Budget, Remove Budget, Search, Save, Close

Then click on the 1st Search button on the right side of the screen to establish the DMS Award for the year. A listing of active DMS Awards will appear. If 2019 is not listed, *you will need to contact IHCD*.



Award Number	Program Name	Development Name	Selected
13-EAP-2013	Energy Assistance Prog	2013 EAP SCCAP	<input type="checkbox"/>
13-EAP-2013	Energy Assistance Prog	2013 EAP SCCAP	<input type="checkbox"/>
VG-25-99999	Energy Assistance Prog	Vectren Awesome Heat Pr	<input type="checkbox"/>
16-EAP-2016	Energy Assistance Prog	2016 EAP SCCAP	<input checked="" type="checkbox"/>

Buttons: Save, Cancel

Funding Programs - REGULAR

The EAP software is initially set-up to process regular EAP, crisis, leverage, summer fill, and summer cool claims. However, additional funding sources can be added to the system.

Fund Programs: Calculation Method:

Program Description: Active

ProgramYear	Annual Budgets			County Budgets
	TANF Budget	Non TANF Budget	Maximum Benefit	
2013	\$0.00	\$0.00	\$0.00	
2014	\$0.00	\$0.00	\$0.00	
2015	\$0.00	\$2,000,000.00	\$420.00	
2016	\$0.00	\$0.00	\$0.00	

DMS Award 16-EAP-2016 - Energy Assistance Program - 2016 EAP SCCAP

For state funded programs, click on row for the program year and then use the search button to find the correct award for both your draws and return of funds.

When you click on the 2nd search button the same DMS Award will be selected for you. Make sure you Save the screen changes.

2. After all of the prior year's claims are paid, processed, and closed out, the program year can be changed to the new program year. This is done under the RIAA menu Supporting Data > EAP Setup.

This should be done when no user is accessing the system. After this is changed, when adding a new application the program year will automatically be set to the current program year.