

## *LIHEAP Household Report – Short Form:* List of Checks to Complete Before Submission

This document provides a list of items to check before submission of the annual *LIHEAP Household Report (Short Form)* for tribal and select territory grant recipients. If you can answer “yes” to all of the following questions, then you are ready to certify and submit your final *LIHEAP Household Report*.

<b><u>General Checks</u></b>			
<b>1.</b>	<p><b>Does the information you reported represent annual data for the entire federal fiscal year (October 1<sup>st</sup> to September 30<sup>th</sup>)?</b></p> <p>The data you used to complete this report should be data for the 12-month federal fiscal year period (October 1<sup>st</sup> to September 30<sup>th</sup>), even if your program operates according to a different fiscal year schedule.</p>	YES	NO
<b>2.</b>	<p><b>Does the data you reported represent counts for <u>assisted</u> households?</b></p> <p>The Household Report asked for information on households (or household members) assisted by federal LIHEAP funds during the fiscal year. You should not include households who applied, but were not assisted during the applicable fiscal year.</p>	YES	NO
<b>3.</b>	<p><b>Is the information you reported <u>final</u> data, rather than preliminary estimated data?</b></p> <p>Your preliminary Household Report may contain non-final or estimated data, but your final Household Report should contain final data derived and calculated from your data tracking system and program records.</p>	YES	NO
<b>4.</b>	<p><b>Have you included any important information for understanding or interpreting your data in the “Notes” or “Remarks”?</b></p> <p>The “Notes” or “Remarks” portion of the form should contain your responses to any warning messages you received when submitting your report, as well as descriptions of any data anomalies or important program changes or characteristics relevant to the data. Any figures that are estimated should be noted and explained in the “Notes” section.</p>	YES	NO

<b><u>Section I “Number of Assisted Households”</u></b>		
<b>5.</b>	<p><b>Have you reported the number of assisted households for each type of LIHEAP assistance that you provided during the fiscal year, and does this match the types of assistance you indicated you would provide in your Model Plan for the fiscal year?</b></p> <p>You should report the number of assisted households for each type of assistance you provided during the fiscal year. If you indicated in your Model Plan that you would provide a type of assistance, but did not actually provide that type of assistance, you should revise your Model Plan so that the reports are consistent.</p>	YES      NO
<b>6.</b>	<p><b>Are you reporting each household only once per line?</b></p> <p>The counts you report for each line should be the count of unique households served. If a household received the same benefit type more than once in the fiscal year, you should only count it once. Please note: the same household should still be included on each applicable line, but it should not be counted more than once on the same line.</p>	YES      NO
<b>7.</b>	<p><b>Did you report all types of crisis assistance?</b></p> <p>You should report the number of households assisted with your primary bill payment crisis assistance under one of the following lines: Winter or Year-Round Crisis assistance, and/or Summer Crisis assistance. If you provided emergency equipment assistance or any additional emergency assistance in addition to your primary crisis assistance, report this under “Other Crisis Assistance” with an explanation about this assistance in the “Notes” portion of the form.</p>	YES      NO

<b><u>Section II “Number of Assisted Households Owner/Renter Status,” Section III “Number of Assisted Household Applicants by Race and Ethnicity,” and Section IV “Number of Assisted Household Applicants by Sex,”</u></b>		
<b>8.</b>	<p><b>Did you report information based on the main applicant for each assisted household?</b></p> <p>Sections II-IV ask you to report households according to the demographic information of the main applicant. Report households in Section II depending on the main applicant’s owner/renter status. Report households in subsections A and B of Section III depending on the main applicant’s self-reported race and ethnicity. Report households in Section IV depending on the main applicant’s sex.</p>	YES      NO
<b>9.</b>	<p><b>Did you include households with unknown demographic information for the main applicant under “Unknown/not reported”?</b></p>	YES      NO

	<p>If you are missing the demographic information of the main applicant, report the household under the “Unknown/not reported” line in Sections II-IV.</p>	
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<p><b><u>Section V “Assisted Household Members by Race and Ethnicity” and Section VI “Assisted Household Members by Sex”</u></b></p>		
<p><b>10.</b></p>	<p><b>Did you include household members with unknown demographic information under “Unknown/not reported”?</b></p> <p>If you are missing the demographic information of household members, report them under the “Unknown/not reported” line in Sections V and VI.</p>	<p>YES      NO</p>