

Reach Out for Warmth on eHEAT

Reach Out for Warmth (ROFW) was “out of scope” during the development of eHEAT. Now that it is deployed, eHEAT manages these ROFW functions:

Tracking ROFW awards to households

All ROFW recipients must have an application entered into eHEAT. To provide ROFW:

1. Follow the local processes for intake and managing the payment. Many Service Providers (SPs) may be using CLIPAY in the THO system.
2. Enter the ROFW benefit amount on the Personal Information page of the application, then save. Do not change the application status to enter ROFW.

Reporting selected ROFW activity in the EAP Production Report

Information entered into the Personal Information page of the application will provide the ROFW data on the EAP Production Report. This information is required for SPs with matching grants.

Recording ROFW allocations

ROFW allocations are listed in the Grant Services menu, Allocations tab. Because the ROFW benefit payment is made locally, each ROFW allocation entered into eHEAT will be accompanied by a paper Notice of Funds Available (NFA). File the NFA with your EAP contract.

eHEAT will not restrict ROFW spending to the amount of the allocation, as EAP program line items are restricted. SPs need a local tracking process to budget and spend this money.

ROFW authorized payments cannot be downloaded to initiate the local check writing process, as ERR payments can be.

Processing ROFW cash requests

Request cash for ROFW using the EAP request for cash screen on eHEAT under the Grant Services menu, Cash Request tab, EAP link. The cash form does not allow the request to be broken out by line item.

Processing ROFW monthly Financial Status Reports (FSRs)

Report on State and local ROFW expenditure monthly using the EAP FSR on the Grant Service menu, FSR tab, New link. Select the EAP program.