

## WAP Frequently Asked Questions

### Eligibility and Intake

1. Q: Where can I find the Federal Poverty guidelines for this year?

A: The Federal Register publishes the Department of Health and Human Services' annual update notice for the poverty guidelines on their website [www.federalregister.gov](http://www.federalregister.gov) . It is useful to use an internet tool that is flexible such as: <https://home.mycoverageplan.com/fpl.html> .

2. Q: Is Supplemental Security Income included or excluded in eligibility determinations?

A: While Social Security and SSDI payments should be used to calculate income for WAP eligibility determination, it is important to recognize that Supplemental Security Income (SSI) should be excluded. If a member of a household is receiving SSI, the household is (income) eligible for weatherization services.

3. Q: How can an applicant's disability status be verified?

A: The following documents serve as verification of disability:

- An award letter from Social Security that specifically mentions the client is disabled or is eligible for disability benefits
- A letter from Vocational Rehabilitation indicating the client is disabled
- A letter from Veteran's Affairs indicating the client is disabled

Disability can also be verified via the Beneficiary Notice Code (BNC) on the client's Social Security statement. If the 13-character BNC is followed by DAC, DI, DS, DC, DIB, DWB, CDB, HA, W, W1, or W6, this also serves as verification of disability even if the letter itself does not mention it.

Finally, if a client is receiving Supplemental Security Income (SSI) payments and is under 65 years old, this also serves as verification of disability.

Handicap parking stickers or decals do **NOT** qualify as documentation of disability.

4. Q: Is there a list of all Social Security codes?

A: These are the most common.

Code	Identification
A	Primary claimant (wage earner)
B	Aged wife, age 62 or over
B1	Aged husband, age 62 or over
B2	Young wife, with a child in her care

B3	Aged wife, age 62 or over, second claimant
B5	Young wife, with a child in her care, second claimant
B6	Divorced wife, age 62 or over
BY	Young husband, with a child in his care

C1- C9	Child - Includes minor, student or disabled child
D	Aged Widow, age 60 or over
D1	Aged widower, age 60 or over
D2	Aged widow (2nd claimant)
D3	Aged widower (2nd claimant)
D6	Surviving Divorced Wife
E	Widowed Mother
E1	Surviving Divorced Mother
E4	Widowed Father
E5	Surviving Divorced Father
F1	Father
F2	Mother
F3	Stepfather
F4	Stepmother
F5	Adopting Father
F6	Adopting Mother
HA	Disabled claimant (wage earner)

HB	Aged wife of disabled claimant, age 62 or over
M	Uninsured – Premium Health Insurance Benefits (Part A)
M1	Uninsured - Qualified for but refused Health Insurance Benefits (Part A)
T	Uninsured - Entitled to HIB (Part A) under deemed or renal provisions; or Fully insured who have elected entitlement only to HIB
TA	Medicare Qualified Government Employment (MQGE)
TB	MQGE aged spouse
W	Disabled Widow
W1	Disabled Widower
W6	Disabled Surviving Divorced Wife

If you have questions about specific codes not listed here, please contact your local Social Security office.

5. Q: What is the guidance on recertification of a client?

A: Once determined eligible for Weatherization Assistance, clients are eligible for one year, after which time they must be recertified for weatherization services to begin. Agencies should not take action to recertify a client until they are ready to provide weatherization services (client is next on the waitlist). When the agency is ready to provide weatherization services, they should contact the client and request proof of their income and energy burden (energy bill). If a client alleges their household size has decreased, verification is not required. If a client alleges their household size has increased, documentation of the new member's Social Security Number(s) as well as photo identification for new adult members is required. Clients should be given a reasonable opportunity to provide this information (ten business days). If the client does not provide this information, the agency can move to the next client on the waitlist.

#### **Fiscal & Programmatic Considerations**

6. Q: What are the SIR thresholds needed to install Energy Conservation Measures?

A: See table below.

Department of Energy Funds	LWAP and DOE Funds	LWAP Only
Per the South Carolina Weatherization Assistance Program State Plan, in order to spend any Department of Energy (DOE) money on an ECM, the cumulative SIR of the dwelling must be 1.0 or higher. In addition, DOE money can only be spent on measures that also have an SIR of 1.0 or higher. The lone exception to this is blower door guided air sealing which includes general air sealing or window sealing. These measures can be paid for with DOE funds with an SIR of less than 1.0 so long as the cumulative SIR is 1.0 or greater.	Per the South Carolina LIHEAP State Plan and the Weatherization Policies and Procedures Manual, LWAP is not subject to the DOE SIR standards. LWAP funds can be spent on measures with an SIR of 0.5 or greater. To combine LWAP and DOE funds on ECMs, the cumulative SIR of the dwelling must be 1.0 or greater.	If the cumulative SIR of a dwelling is below the 1.0 threshold, it may still be completed using LWAP funds provided the cumulative SIR is 0.5 or greater. OEO reminds subgrantees that reaching the DOE annual quota should be the top priority, so weatherizing homes using only LWAP funds should be done sparingly.

7. Q: Does duct sealing count as part of blower door guided air sealing?

A: Duct sealing is a standalone energy conservation measure and is different from General or Blower Door Guided Air Sealing. Duct sealing could not be completed with DOE money if the SIR is less than 1.0., because air sealing is the only Energy Conservation Measure that does not require an SIR of 1.0 or greater to be funded with DOE money.

8. Q: Is a dwelling required to have DOE money spent on an ECM and not just on health and safety measures? Can a dwelling be weatherized with LWAP and then use DOE funds exclusively for H&S costs?

A: A: No. For DOE money to be spent on H&S measures, at least one ECM must be funded with DOE money.

9. Q: If the subgrantee does not have sufficient QCI-certified employees, can DOE funds be spent to pay for contracting a QCI?

A: Yes, DOE funds can be used to bring in outside QCIs to final inspect where the local agency, or Grantee, does not have a certified QCI on staff. The initial Energy Audit can also be contracted out.

10. Q: Subgrantees will need to outsource home inspection to a company or city/county inspector to conduct the inspections for the work done with the WRF allocation. How can they pay for these inspections?

A: Per WPN 24-9 and WAP IM-2026-2, subgrantees should use Program Operations to pay for these third party inspections.

## Installation and Technical

11. Q: In situations where a hook up for a dryer exists, but a dryer is not present, what weatherization work should be performed? Can a dryer vent be replaced? Should the hole be sealed?

A: Communication with the client is important in this situation. If there is going to be a dryer there in the future, you may replace termination only. If a dryer is not going back to this location, cover and seal the hole.

12. Q: If a dryer vent runs through an unconditioned space, should it be insulated?

A: Yes, the entire length of pipe running through an unconditioned space should be insulated to a minimum of R8.

13. Q: If a client has multiple bathrooms and states they do not use one, should the agency still install a bathroom fan?

A: You do not need to install a bathroom fan, however just like the primary bathroom (for use) and/or kitchen, if one is not installed the ASHRAE 62.2 calculation will make up the ventilation deficit and potentially add it to the continuous requirements. An accurate entry into the RED CALC algorithm will ensure the proper number of fans are installed.

14. Q: Can agencies replace gas stoves?

A: Per South Carolina's approved Health and Safety Plan, using DOE Health and Safety Funds to replace gas stoves is not allowed. However, these can be replaced with LWAP Health and Safety or Utility funds. Replacing gas stoves with these alternative funds can also include switching the fuel source.

15. Q: Are there restrictions on refrigerator colors?

A: No. Previous guidance was that the refrigerator had to be white because it was always the cheapest color. This is no longer the case, and now the official guidance is that the color chosen should be the cheapest color of that model of refrigerator. If they are all the same price, it is at the discretion of the Agency.

16. Q: If a client states they do not use a combustion appliance (for example a stove), should the appliance still be vented?

A: Unless decommissioning the combustion appliance, it should be properly vented.

17. Q: If a client has a particular refrigerator they want, can they buy-down the refrigerator, with an Agency putting up part of the funding?

A: No. There is no client buy-down policy at this time.

18. Q: Are unvented Gas space heaters allowed to be left in weatherized homes in South Carolina?

A: Secondary unvented units that conform to the safety standards of ANSI Z21.1.11.2 may remain as back-up heat, in site-built homes. You can replace them with a vented space heater. You must test for ambient carbon monoxide. If located in a bedroom, the heater must have an input rating of less than 10,000 BTU. Unvented Gas space heaters are not allowed in manufactured homes in South Carolina. They must be removed from the premises.

19. Q: In a situation where a client has a home with no primary heat source, no ductwork, and is using an unvented propane gas space heater and a propane stove, would installation of an electric heat pump (using LWAP funds) be considered fuel switching?

A: This would be considered fuel switching (based on the primary fuel type they are receiving assistance for) but being you are using LWAP funds, DOE rules and approvals would not apply for that specific fuel switch. If you are using DOE funds on the job all measures receiving DOE funding will need to meet DOE.

20. Q: If the client does not wish for a health and safety measure to be installed and cannot be convinced otherwise after energy conservation measures are installed, what are our options?

A: Every effort should be made before weatherization services begin to educate the client on the measures that will be installed. If the client refuses any mandatory measures (these include major measures such as insulation and any health and safety measures), work must immediately stop. All measures that have been installed must be QCI'd and the job closed. In situations where the client refuses measures after most of the work has been completed, make sure they are aware of and educated on the modifications to their dwelling and the impacts of not continuing. If they continue to refuse, document the refusal, cease all work, QCI the completed work, and close the job.

21. Q: When should combustion testing be done?

A: Every appliance that uses natural gas, propane gas, kerosene, or oil should have a combustion test done on it. Regardless of whether it's inside the thermal boundary, in a garage, a shed, or outside, this test must be completed. This includes gas ovens.

22. Q: When should CAZ testing be done?

A: Depressurization and spillage testing (CAZ) is required for all Category 1 appliances inside the thermal boundary, pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., air or duct sealing, adding exhaust ventilation).

## **Contractors**

23. Q: Can contractors subcontract out a specific service?

A: Yes, contractors may subcontract out work. Please note that it must be allowable in the contract that the subgrantee has with the contractor and all requirements included in the policy and procedures for the state, subgrantee and DOE. Liability and expectations flow down to the final subcontractor.

24. Q: When multiple contractors are performing work on a house and one is finished, can they be paid if the other still has work to do?

A: Grantees may pay contractors when their work is completed and if it is deemed satisfactory by a final inspector. This would allow for multiple inspections which would provide the verification needed to pay contractors for work prior to the project being completed. The project cannot be reported as complete until all the work is completed and inspected.

25. Q: When a contractor installs a new appliance and removes the old one (for example an aged and inefficient refrigerator), what are they required to do with it?

A: WPN 22-7 – Table of Issues requires that hazardous waste materials generated during weatherization work shall be disposed of according to all local laws, regulations and/or guidelines, as applicable. This would include refrigerant. Please review your Field Guide and/or the SC Policy and Procedures Manual re: any program guidance for this topic. Contractors must dispose of appliances that are removed from client homes in accordance with local code and environmental waste management guidelines.

#### **Rebate, Refund, Contract settlements, Audit Recoveries, and Interest Earned**

26. Q: Can contractors be reimbursed for their travel time?

A: Yes. Refer to the Policy and Procedure Manual for guidance on the Contractor Supplemental Payment.

27. Q: How are funds from rebate programs, etc., handled fiscally by CAA's?

A: Rebates/refunds/incentives/credits ("Rebates") are subject to the same restrictions as DOE funds. Both 2 CFR 200 and the Grantee's Terms and Conditions require that any/all Rebates received must be used to offset allowable grant expenditures prior to drawing down additional funds. Since these Rebates were generated by Weatherization activities the Rebates should be applied back to the Weatherization activity (activities) that generated the Rebate(s); either Program Operations and/or Health and Safety.

2 CFR 200.305 "***Federal Payment***" (b)(5) "***To the extent available, the non-Federal entity must disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.***"

[https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#p-200.305\(b\)\(5\)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#p-200.305(b)(5))

#### **CrawlSpace**

28. Q: Are crawlspace signs required to be laminated?

A: SWS states-Install a **durable (minimum of 10-year service life)**, easily seen sign, sized a minimum of 8.5"x 11" at each access to the space. Best practice would be to laminate the sign but is not required.

29. Q: Are we allowed to encapsulate a crawlspace as a Health and Safety measure? We currently install vapor barriers, but are we allowed to seal the vents to prevent additional moisture from entering the crawlspace?

A: Yes.

30. Q: What is the proper way to model a modular home that has been converted to a site-built home?

A: Modular homes that have added a solid foundation and have been recategorized as site-built or stick-built homes should be modeled as site-built or stick-built homes.

31. Q: If no insulation was installed in a home due to it already existing, are we allowed to install baffles as a Health and Safety (or some other type) of measure to protect the existing insulation and/or improve ventilation?

A: This can be considered a H&S item if the baffles are being installed as ventilation to control moisture in the attic. However, the baffles must be paid with non-DOE (LWAP funds).

32. Q: Can subgrantees 'replace' bulbs in empty sockets? For example, if a fixture has room for four bulbs, but two of the bulbs have inefficient lights and the other two are empty.

A: Yes.

33. Q: What certifications are necessary to be an Energy Auditor for WAP?

A: Persons conducting the Energy Audit need to have a Building Analyst (BA), Building Analyst Technician (BA – T), or Building Analyst Professional (BA – P) certification.

34. Q: What is the goal of Air Sealing measures?

A: Reduce the Blower Door Leakage by at least 30% or more.

35. Q: Are we able to add pipe insulation to the air conditioner suction line in the attic or crawlspace?

1. A: Yes. The SWS (5.0103.1d) says they should be.  
If installing new HVAC, should be part of that measure or IRM to that measure.

If installing attic insulation, can be IRM to attic insulation.

If not installing new HVAC or Attic insulation, may be installed as Health and Safety for moisture control.