

<b>Program:</b> HEAP Fuel Assistance	<b>MHPN #</b> 2023-HEAP-008
<b>Action:</b> Program Guidance Clarification	<b>Effective Date:</b> 07/28/2023
<b>Issued by:</b> MaineHousing, Energy and Housing Services	<b>Expired Date:</b>

**This MaineHousing Notice is being issued to provide clarification regarding Applicants who move from an eligible Dwelling Unit to a Roomer/Boarder situation.**

## 1. Applicant moves from an eligible Dwelling Unit to a Roomer/Boarder situation.

Section 5.12 of the HEAP Handbook provides guidance regarding Roomers/Boarders. This notice clarifies that if an Applicant moves from an eligible Dwelling Unit to a Roomer/Boarder situation, Benefits may be reissued without delay, using the Benefit Return process, provided the Applicant demonstrates they are in a Roomer/Boarder situation:

- No Rental Subsidy
- Qualifies as separate household
- Not related by birth, marriage or adoption to lessor's Household
- Does not share funds or expenses with other household members
- Pays reasonable market rate rent
- Rents no more than 2 rooms (Typically: Private Room, with Shared Kitchen & Bathroom)
- Heat and Electricity must be included in rental agreement.

If the Household meets the criteria above, the Applicant may have a Benefit Return processed.

## 2. Notice Contact

Troy Fullmer, *Manager of HEAP* ▪ [liheap@mainehousing.org](mailto:liheap@mainehousing.org)

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*Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330,  
 Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*

