

HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

HEAP BENEFIT RETURN FORM INSTRUCTIONS

1. Enter name of CAA
2. Enter date of request
3. Vendor name and address – enter the Vendor who will be returning the funds
4. Return funds by – 15 calendar (not working) days from date of request (a date must be entered; do not enter “ASAP”)
5. Return of funds for Program Year(s) – year(s) the benefit was issued. i.e. PY2020, PY2021
6. Amount to be returned – If all funds remaining on account are to be returned, check the box indicating so. If requesting a specific amount, enter the amount in the space provided. Note: CAA should only request a specific amount in the case of an Overpayment.
7. Customer/Client Name- Primary Applicant and Household member(if applicable)
8. Delivery Address – address Benefit was issued for (include zip code)
9. Phone number – contact number for the Primary Applicant or Applicant(s)
10. Account number – enter the Household’s fuel account number
11. Reason for return – check the appropriate reason
12. CAA or MaineHousing - Person Initiating Request – full name of person submitting the request
13. Telephone Number – contact number for the person submitting the request
14. Vendor – Person Processing Benefit Return – for Vendor use only
15. Telephone Number – for Vendor use only

After completing the above, copy the form and send to the Vendor. Leave the “CAA or MaineHousing Use Only” section blank on the Vendor’s copy.

16. The “CAA or MaineHousing Use Only” section must be completed prior to sending the Benefit Return Form to MaineHousing.
 - a. New address (if applicable) - include zip code
 - b. Fuel type – record the type of fuel **even if it is the same** (i.e. K1, oil, wood, etc.)
 - c. New Vendor – enter the name of the Vendor to whom the funds should be reissued
 - d. Account number – enter the Household’s fuel account number
 - e. Residency Type - indicate whether the Applicant rents or owns
 - f. Subsidized – check/select yes or no
 - g. Written request from client in file – check/select yes or no
 - h. Effective Date
 - i. Tank Location – check/select inside or outside/unheated space
 - j. Tank Size - Tank Size – enter the size of the fuel tank(s)
 - k. Electricity is now included – check/select yes or no
 - l. Heat is now included – check/select yes or no