

HOME ENERGY ASSISTANCE PROGRAM
(HEAP/Fuel Assistance)

HEAP BENEFIT RETURN FORM

VENDOR INSTRUCTIONS

1. Agency Name (CAA) - enter name of CAA
2. Date - enter date of request
3. Vendor Name - enter the Vendor who will be returning the funds
4. Location – enter the location of the Vendor (i.e. Dead River – Caribou)
5. Return by – may be left blank when form is initiated by Vendor
6. Return for Program Year(s) – enter the year(s) that the benefit being returned was issued. (i.e. PY2021, PY2022)
7. HEAP / TANF SUPP / HEAP SUPP – select the box(es) for the allocations funds are being returned for
8. Amount to be returned – Enter the amount of funds being returned.
*If a dollar amount is specifically requested by the CAA or MaineHousing for an overpayment, that amount must be returned. If the 'All Remaining Funds' box is checked or return is initiated by the Vendor, reconcile the account and return all HEAP, HEAP Supp and TANF Supp funds on the account
9. Customer/Client Name - enter the Customer name
10. Delivery Address – enter the address Benefits were delivered to (include zip code)
11. Phone number – enter the contact number for the Household
12. Account number – enter the Household's fuel account number
13. Reason for return – select the appropriate reason (add comments in box, if necessary)
14. CAA or MaineHousing - Person Initiating Request – CAA/MaineHousing use only
15. Phone Number – CAA/MaineHousing use only
16. Vendor – Person Processing Benefit Return – enter the full name of the person completing the return
17. Phone Number – enter the contact number for the person completing the return

CAA or MaineHousing Use Only section – Do not use

Note: *If Vendor has more than one Benefit Return to send, Vendor may use a spreadsheet with all the same information that is on the Benefit Return Form.*