

## HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

### **TANF Payment Request Form Instructions**

The Maine Department of Health and Human Services will provide MaineHousing with TANF funding to supplement Fuel Assistance Benefits for HEAP-eligible Households with children. Except as may be expressly provided for in the Vendor Handbook and Vendor Agreement, the use and administration of TANF Supplemental Benefits are subject to the same standards for HEAP benefits set forth in the Vendor Handbook and Vendor Agreement.

TANF Supplemental Benefits for Oil, Kerosene, Propane, Wood Pellets, Coal, BioBricks and Corn will be paid to vendors on a post-delivery basis. Credit Notification Reports will be sent to Vendor listing households who have been determined eligible for TANF benefits. Payment will be issued to the Vendor within ten (10) business days of MaineHousing's receipt and approval of the vendor's documentation.

When submitting a TANF Payment Request for processing, MaineHousing requires:

- A Completed TANF Payment Request Form.; and
- Detailed transaction report (history) showing delivery and payment activity from the May 1 preceding the Program Year(s) for which benefit funds are being requested through the date of the delivery being invoiced.

#### **Completing the TANF Payment Request Form:**

- **Date:** Enter the date request is being submitted.
- **Vendor Name:** Enter name of Vendor requesting payment.
- **Contact Name:** Enter name of person submitting payment request.
- **Contact Email:** Enter email address of person submitting payment request.
- **Account Number:** Enter customer's fuel account number.
- **Customer Name:** Enter customer's full name.
- **Delivery/Street Address:** Enter street address where fuel delivery was made.
- **Product type:** Enter the product type delivered.
- **Date of delivery:** Enter date delivery was made.
- **# of units:** Enter total number of units delivered.
- **Price per unit:** Enter the daily cash price charged for delivery.
- **Total Delivery Amount:** Enter the total amount charged for delivery (fuel only).  
(If using excel version of the form, the Total Delivery Amount will auto-populate.)
- **HEAP funds applied:** Enter amount of HEAP funds applied to delivery (if applicable).
- **Other funds applied:** Enter amount of other funds applied to delivery (if applicable)
- **Amount billed to TANF:** Enter amount of TANF funds being requested for payment.
- **PY of TANF credit:** Enter the Program Year for which TANF funds are being requested.
- **MH Use only columns:** Do not complete.

Please submit TANF Payment Requests to one of the following:

- **Secure Email:** [liheap@mainehousing.org](mailto:liheap@mainehousing.org)
- **Fax:** (207) 624-5780
- **Mail:** MaineHousing/LIHEAP  
26 Edison Drive  
Augusta, ME 04330-4633

Reminder: All Personally Identifiable Information (PII) must be sent encrypted, if sent via email. If your company does not have access to a secure email system, email [liheap@mainehousing.org](mailto:liheap@mainehousing.org) requesting a secure email. MaineHousing will send a secure email and any replies made to that email after entering your password will be secure.