

Maine State Housing Authority (MaineHousing)  
Home Energy Assistance Program (HEAP)  
**ECIP CREDIT NOTIFICATION (ECN)**

**ECN Number:** \_\_\_\_\_

**ECN Date:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

**Vendor Address:** \_\_\_\_\_

**Vendor Phone:** \_\_\_\_\_

**CAA Name:** \_\_\_\_\_

**CAA Address:** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_

**Customer:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name On Account:** \_\_\_\_\_

**Account #:** \_\_\_\_\_

**CAA Phone:** \_\_\_\_\_

**CAA Email:** \_\_\_\_\_

**CAA Fax:** \_\_\_\_\_

**DELIVERY INSTRUCTIONS**

**INSTRUCTIONS:** By accepting this ECN Vendor agrees to deliver a fuel delivery to the Customer identified above within the timeframe checked below. Delivery timeframe begins from the date and time ECIP has been certified.

Life Threatening (18 Hours)
  Energy Crisis (48 Hours)

The approved type of fuel to be delivered is: \_\_\_\_\_

Units		Cash Price	
Delivery/Service Fees	\$		\$
Available HEAP Balance	\$	Available TANF Balance	\$

Total ECIP Amount shall not exceed: \$ \_\_\_\_\_

Other instructions:

Certified Date: \_\_\_\_\_ Certified Time: \_\_\_\_\_

**Signatures required for \*Other Fuel Types**

Customer Signature	Date	Vendor	Date
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**VENDOR INSTRUCTIONS**

Payment will be issued to the Vendor within ten (10) business days from Community Action Agency's (CAA) receipt and approval of the Vendor's ECIP documentation. Once the delivery has been made, submit the following to the CAA listed above:

1. **Oil, Kerosene, Bio Fuel and/or Propane:** Provide a copy of the ECN and metered delivery ticket.  
**\*Other Fuel Types (Wood, Wood Pellets, Coal, Corn, Bio-Bricks):** Provide a copy of the signed ECN by Vendor and Customer.  
**Utility Disconnects:** Provide written confirmation with the Applicant's name, service address, name on the account (if different), account number, and the date and time utility service was restored or the disconnect order was removed from the Household's account.
2. If the total amount on the delivery ticket is greater than the ECN, the Vendor must notate dollar amounts to be covered by ECIP, HEAP and TANF Supplemental, and client or another party/organization. Sign and date notations.  
**Oil, Kerosene and/or Propane:** If delivery ticket does not document all charges that were approved on the ECN (*example*, delivery fee, safety check, start-up fee), submit an invoice or spreadsheet with the customer's name, delivery address, date of delivery, type of fuel delivered, and the number of units, price per unit, fee type, fee amount, and total.