

EMERGENCY DOCUMENT CHECKLIST and FORMS BUNDLE COVER SHEET

DOCUMENT CHECKLIST

INSTRUCTIONS: Documents needed for an ECIP application should be scanned in a bundle in the following order and uploaded as one attachment in HEAP Cloud. **Note:** Other documents may be needed on a case-by-case basis depending on the Household's situation.

1. ☐ ECIP Bundle Cover Sheet
2. ☐ Emergency Worksheet
3. ☐ Upfront Delivery Request Form
3. ☐ Other supporting documentation (e.g., disconnect notice)
4. ☐ ECIP Purchase Order

ECIP FORMS BUNDLE

The following forms are contained in the ECIP Forms Bundle.

- Emergency Worksheet
- ECIP Purchase Order - Fuel
- ECIP Purchase Order – CTE/Repairs
- ECIP Purchase Order – Provisional Measures
- ECIP File Notes
- Upfront Delivery Request Form

APPLICANT INFORMATION

Provide the following data and forms will auto-populate.

PRIMARY APPLICANT

First Name _____ MI _____
Last Name _____
Physical Address _____
City State Zip _____
Mailing Address _____
City State Zip _____
Daytime Phone _____
Evening Phone _____
Email _____

CAA

CAA Name _____
Mailing Address _____
City State Zip _____
CAA Phone _____
CAA Fax _____
CAA Email _____

HEAP APPLICATION

HEAP Client Number _____
Create/Intake Date _____
Income Verification Period From: _____
To: _____

FUEL VENDOR

Vendor Name _____
Primary Fuel Type _____
Secondary Fuel Type _____
Account Number _____