

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 Agreement to Stop Eviction
- 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 Application ID _____
Application Date _____
Income Verification Period From: _____
To: _____

FUEL VENDOR

Vendor Name _____
Primary Fuel Type _____
Secondary Fuel Type _____