

How to Rescind an ECIP Credit Notification

In some situations, a Credit Notification that has already been generated in the System of Record must be rescinded.

To rescind a Credit Notification Benefit History section:

Go to the corresponding Credit Notification.

Select 'Rescind'.

The screenshot shows the 'Benefit History' page for application 'ECIPSampleSr MH'. It includes a sidebar with navigation options like 'Application Instances', 'Application Select', 'Summary', 'Application Members', 'Dwelling', 'Heating/Cooling Systems', 'Energy Billing Data', 'Income', 'Eligibility', 'ECIP', 'Files', 'Case Notes', 'Benefit History', and 'Application History'. The main content area is divided into three sections: 'Application Information', 'Benefits Issued', and 'Credit Notifications'. The 'Benefits Issued' section contains a table with columns for Benefit Type, Benefit Date, Recipient, Benefit, Fuel, Rescinded, Invoiced, Outstanding, Paid, and Status. The 'Credit Notifications' section contains a table with columns for Benefit Type, Fuel Type, Vendor, Approved Date, Balance, and Action. The 'Rescind' button in the 'Action' column of the 'Credit Notifications' table is circled in red.

Benefit Type	Benefit Date	Recipient	Benefit	Fuel	Rescinded	Invoiced	Outstanding	Paid	Status
Standard	10/27/2024	Dead River Co LLC-Hallowell	\$621.00	Kerosene	\$0.00	\$0.00	\$621.00	\$0.00	Payable

Benefit Type	Fuel Type	Vendor	Approved Date	Balance	Action
ECIP - Fuel	Kerosene	Dead River Co LLC-Hallowell	10/27/2024	\$559.90	Payment Rescind Download

The Credit Notification Rescind screen will appear.

Select the 'Reason' for Rescinding the Credit Notification in the drop-down.

The screenshot shows the 'Credit Notification Rescind' dialog box. It has a title bar with 'Agency: MSHA'. The 'Reason' dropdown menu is open, showing three options: 'Do Not Pay', 'Change Vendor', and 'Manual Adjustment'. There is a 'Notes' text area below the dropdown. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons. The background shows the 'Benefit History' page with the 'ECIP - Fuel' credit notification selected.

Enter applicable 'Notes'.

'Save'.

Credit Notification Rescind

Reason: Change Vendor

Notes: Martha at Dead River Co LLC-Hallowell called stating their driver went off the road. Not able to complete this ECIP.

Save
Cancel

On the Benefit History screen the ECIP amount will recalculate to \$0.00.

To view the Reason (inside the Notes field) and the Notes for why the Credit Notification was rescinded:

Click the Plus (+) sign.

Credit Notifications

	Benefit Type	Fuel Type	Vendor	Approved Date	Balance	Action
+	ECIP - Fuel	Kerosene	Dead River Co LLC-Hallowell	10/27/2024	\$0.00	Payment Rescind Download

Credit Notifications

	Benefit Type	Fuel Type	Vendor	Approved Date	Balance	Action
-	ECIP - Fuel	Kerosene	Dead River Co LLC-Hallowell	10/27/2024	\$0.00	Payment Rescind Download
	Delivered Amount(\$)	Number Units	Delivered Date	Notes Vendor Change Martha at Dead River Co LLC-Hallowell called stating their driver went off the road. Not able to complete this ECIP.		
	\$0.00	0	10/27/2024			

If the rescinded Credit Notification is to be reissued, refer to the 'How to create an ECIP Crisis Record' document.

If it is not a new Crisis event, the 18 or 48 hour timeframe to resolve the Crisis does **NOT** restart. CAA will need to manually adjust the Certified Date and Time on the new Credit Notification.