

**HEAP Application-Subsidized with Heat Included**

A Community Action Agency (CAA) may use the HEAP Application-Subsidized with Heat Included in lieu of completing an intake appointment with the Applicant.

Applicants residing in Subsidized Housing with heat included are NOT required to provide income documentation. However, all other documentation (i.e., Permission to Share Information form, SSN documentation, government-issued identification, subsidized housing documentation and other pertinent documentation) must be uploaded in HEAP Cloud.

The following information on the HEAP Application- Subsidized with Heat Included form must be completed and data entered in HEAP Cloud.

1. CAA Name: Enter name of CAA.
2. CAA Phone: Enter phone number of CAA.
3. CAA Fax: Enter fax number of CAA.
4. CAA Address: Enter address of CAA
5. CAA Email: Enter email address of CAA.
6. Application Created Date: Enter date the Application was created in HEAP Cloud.
7. Client Number: Enter client number generated in HEAP Cloud.
8. First Name: Enter first name of the Primary Applicant.
9. Middle Name: Enter middle name of the Primary Applicant.
10. Last Name: Enter last name of the Primary Applicant.
11. Primary Phone: Enter phone number of the Primary Applicant.
12. Alternative Phone: Enter alternative phone number to reach the Primary Applicant.
13. Email: Enter email address of the Primary Applicant.
14. Service Street Address: Enter service street address.
15. Service Apartment: Enter service apartment number or letter.
16. Service City, State and Zip Code: Enter service city, state, and zip code.
17. Mailing Address the Same as Service Address: Check box if the mailing address is the same as the service address.

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18. Mailing Street Address: Enter mailing street address.
19. Mailing Apartment: Enter mailing apartment number or letter.
20. Mailing City State and Zip Code: Enter mailing city, state, and zip code.
21. Questions: Ask and select an appropriate answer for each of the 3 questions.
22. Applied Date: Enter date the signed Application was received by the CAA.
23. Application Method: Select Outreach Event unless telephone intake has been completed.
24. Owner Type: Select Rent.
25. Dwelling Type: Select appropriate Dwelling Type.
26. Number of Rooms: Enter total number of rooms.
27. Subsidized Housing: Field is checked as default.
28. Heat in Rent: Field is checked as default.
29. Electricity in rent: Check box if applicable.
30. Landlord Name: Enter name of landlord.
31. Landlord Phone: Enter phone number of landlord.
32. Landlord Email: Enter email address of landlord.
33. Landlord Address: Enter address of landlord (street, city, state, zip).
34. Household Members: Enter the following for each household member:
  - First Name
  - Middle Initial
  - Last Name
  - Date of Birth
  - SSN/Alien#
  - Gender
  - Education
  - Marital Status
  - Race
  - Ethnicity
  - Medical Insurance
  - U.S Citizen
35. Household member on Oxygen or Ventilator 8 hours or more a day: Check box if applicable.
36. Request LIAP/ELP- Check box if Applicant is interested LIAP/ELP.

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37. Utility Vendor- Enter the following Utility Information:

- Utility Vendor
- Name on Account
- Account #
- Fuel Status
- Date
- Utility Only (check the box)

For the following fields in HEAP Cloud, the CAA must select “Sub w/heat”:

- Requested Fuel Type
- System and Fuel Type
- Vendor - Direct Check

Select NA for all Vendor and Consumption questions.

Once the Application has been entered into HEAP Cloud, the CAA must process the Application in accordance with the HEAP Handbook.