

## HOME ENERGY ASSISTANCE PROGRAM (HEAP)

**WAIVER REQUEST**

CAA Name: \_\_\_\_\_ CAA Phone: \_\_\_\_\_  
CAA Address: \_\_\_\_\_ CAA Fax: \_\_\_\_\_  
\_\_\_\_\_ CAA Email: \_\_\_\_\_

Primary Applicant: \_\_\_\_\_ Create/Intake Date: \_\_\_\_\_  
Client Number: \_\_\_\_\_

**INSTRUCTIONS:** A Waiver Request is required for any deviation from the policies/procedures outlined in the Rule, State Plan, or Handbook. Upload Request and supporting documentation to application software. Send email to [LIHEAP@mainehousing.org](mailto:LIHEAP@mainehousing.org) with a subject line that includes Waiver Request and Client Number.

**Reason for Waiver:**

**Actions/research CAA has completed to justify an exception:**

**Documentation attached as support:**

CAA Representative Name \_\_\_\_\_ Date \_\_\_\_\_

CAA Energy Director Name \_\_\_\_\_ Date \_\_\_\_\_

**MAINEHOUSING ONLY**

Date Request Received: \_\_\_\_\_

☐ Approved ☐ Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved ☐ Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

MH Comments: \_\_\_\_\_