

ECIP Reconciliation Guidance

ECIP File must be reviewed and reconciled before entering Service Date and Agency Approval Date in to HEAP Cloud for payment.

ECIP Documents To Review (From CAA/Applicant):	
	Emergency Worksheet
	Disconnect Notice or Broken Payment Arrangement Documentation
	Upfront Delivery Request Form
	ECIP Purchase Order (HEAP Cloud Generated, Manual, and Provisional PO's)

ECIP Documents To Review (From Vendor):	
	ECIP Purchase Order (not necessary to keep unless there are written notes from Vendor)
	Delivery Ticket
	Invoice (If Applicable) If there are approved fees that are not on the delivery ticket.
	Invoice (Required) – Vendors who deliver Wood Pellets, Coal, Corn, and Bio-Bricks
	Written Confirmation from Utility Vendor that Date and Time the utility service was restored or disconnect order was removed.

Reconcile ECIP Documentation	
	<p>Review Emergency Worksheet</p> <ul style="list-style-type: none"> • Was this an Energy or Life Threaten Crisis (timeframe requirements)? • Was remaining HEAP or TANF Funds on account? • Was an Upfront requested with ECIP?
	<p>Review the ECIP Purchase Order</p> <ul style="list-style-type: none"> • What is the ECIP Amount on the PO? <ul style="list-style-type: none"> ○ Does this amount match what is listed on the Emergency Worksheet? ○ Does the PO specify the details of how many gallons to be delivered, quoted cash price, other funding to be used in conjunction with ECIP? ○ Does the information on the ECIP PO match the Emergency Worksheet?
	<p>Review the Delivery Ticket, Invoice (If invoice is Applicable), Letter of restore of disconnect</p> <ul style="list-style-type: none"> • Is the delivery ticket for the correct Applicant and does it have the correct service address? • What is the delivery date on the delivery ticket? <ul style="list-style-type: none"> ○ Did it meet the required 18-48 hour requirement? Are there notes from the Vendor why it went passed time requirements? • What is the cash price? <ul style="list-style-type: none"> ○ Does cash price on the delivery ticket/invoice match what is on the Emergency Worksheet and ECIP PO? This amount should be the amount that ECIP Funding is to pay, which may not necessarily be the total amount of the emergency delivery. • What is the total Amount on the Delivery Ticket and/or Invoice? <ul style="list-style-type: none"> ○ Does the total match what is listed on the Emergency Worksheet/PO? ○ Is the calculation correct? (Verify Price per unit, gallons to be delivered, subtracted other funding sources.) • What is the amount to restore the disconnect? <ul style="list-style-type: none"> ○ Does the total amount match the Emergency Worksheet/PO? ○ Did the restoration meet the required timeframe?

HEAP Cloud – Verifying And Entering In For Payment	
	Check that all initial ECIP Documentation (From CAA/Applicant) have been uploaded
	Check the 'Amount' on the Vendor Line. Do adjustments need to be made? If so, adjust the amount accordingly.
	Enter the Service Date and Agency Approval Date
	Add comments to Application (if applicable)
	Upload ECIP Documents (From Vendor)