

- Add Vendor and account information that will remedy the ECIP.
- Choose the **exact usage method** that was used for the applicant's primary vendor.
- Add New Energy Status.
- Click 'Save'.

Consumption

Fuel Vendor*
Top It Off Oil Inc. - Oil

Account Number*
80212- ECIP Only

Same As Applicant

First Name
Robin

Last Name
MH

Annual Consumption
1228.12

Fuel Subsidy Allowance

Usage Method*
Consumption Data

DHLC Reason

Comment

Heating Burden Utility Only
1228.12

Service Status Remove New

<input type="checkbox"/> Date	Crisis - Resolution - Severity	Current Status
<input type="checkbox"/> 10/24/2022	Out of Fuel - Restored - Life Threatening	<input checked="" type="checkbox"/>

Cancel Save

- Click 'Confirm Changes'.

Application - Robin L MH - Certified Eligible - Paid [CHANGE MODE] Change New Application Print Client Letter More

Robin MH [08/05/2022] X

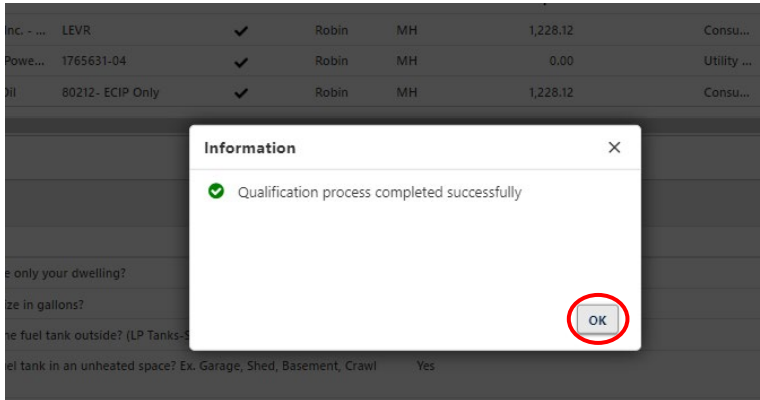
Application Info Benefits History

Confirm Changes Cancel Save Address Verified Save Settings

<input type="checkbox"/>	Fuel Vendor	Account Number	Same As Applicant	First Name	Last Name	Annual Consumption	Fuel Subsidy Allowance	Usage Method	DHLC Reason	Comment
<input type="checkbox"/>	Branch Brook Fuels Inc. - ...	LEVR	<input checked="" type="checkbox"/>	Robin	MH	1,228.12		Consu...		
<input type="checkbox"/>	Kennebunk Light & Powe...	1765631-04	<input checked="" type="checkbox"/>	Robin	MH	0.00		Utility ...		
<input type="checkbox"/>	Top It Off Oil Inc. - Oil	80212- ECIP Only	<input checked="" type="checkbox"/>	Robin	MH	1,228.12		Consu...		

Request LIAP / ELP

- Click 'Ok' to clear Information message that the qualification process has been completed successful.



- Go to the Benefits Tab.
- Click 'Add' to add the New Vendor that will remedy the ECIP.

Application - Robin L MH - Certified Eligible - Paid

Change New Application Print Client Letter More ▾

Robin MH [08/05/2022] ✕

Application Info Benefits History

Qualify Certify

Denied Denied Reason: none Denied Date:

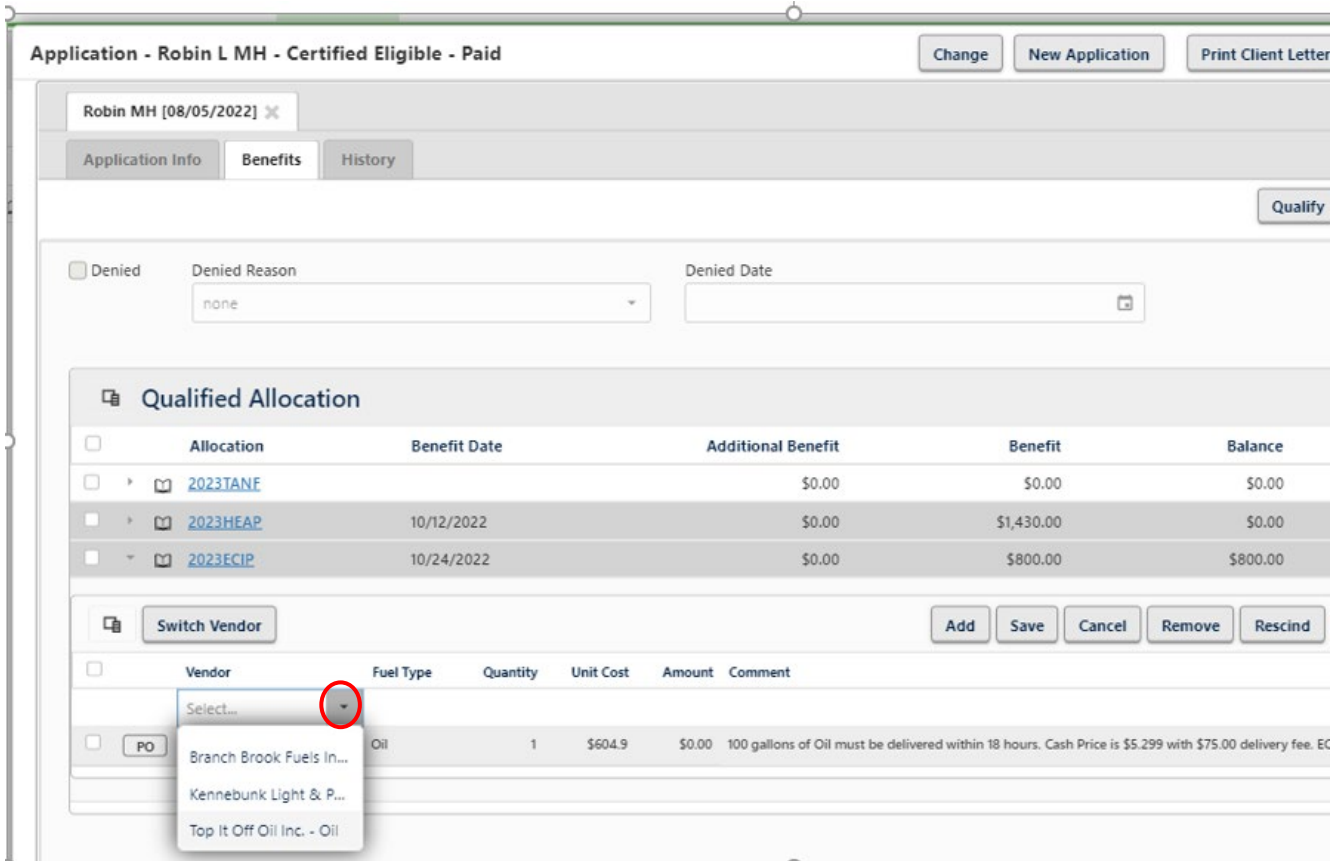
Qualified Allocation

<input type="checkbox"/>	Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max R
<input type="checkbox"/>	2023TANF		\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	2023HEAP	10/12/2022	\$0.00	\$1,430.00	\$0.00	
<input type="checkbox"/>	2023ECIP	10/24/2022	\$0.00	\$800.00	\$800.00	

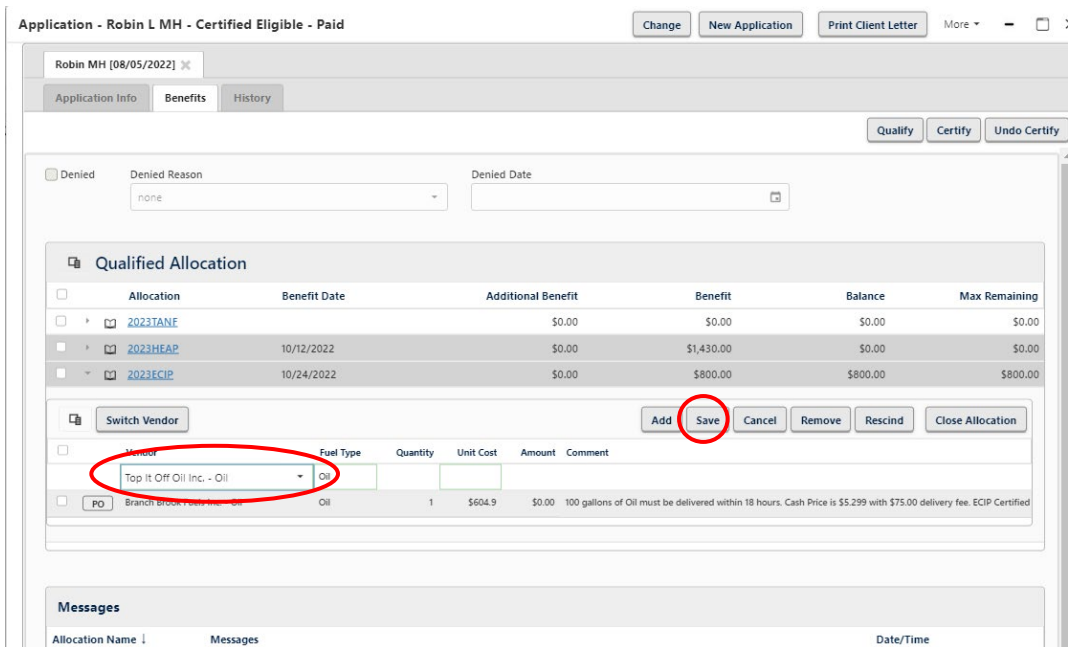
Switch Vendor **Add** Save Cancel Remove Rescind Close Alloc

<input type="checkbox"/>	Vendor	Fuel Type	Quantity	Unit Cost	Amount	Comment
<input type="checkbox"/>	PO Branch Brook Fuels Inc. - Oil	Oil	1	\$604.9	\$0.00	100 gallons of Oil must be delivered within 18 hours. Cash Price is \$5.299 with \$75.00 delivery fee. ECIP Certified on 10-

- Click on the gray expansion arrow and select the new Vendor that is to remedy the ECIP.



Click 'Save'.



On the **2023ECIP- Vendor Line** that is to receive the ECIP PO:

- Click in ‘Quantity’ Enter 1.
- Tab over and click in “Unit Cost” Enter in **Total Amount of the ECIP** (include delivery fees, restart fees, etc.).
- Tab over and click in ‘Comments’. Type in the information/instructions to the Vendor that is to be populated on the ECIP Purchase Order.
- Click ‘Save’.

Application - Robin L MH - Certified Eligible - Paid

Robin MH [08/05/2022]

Application Info Benefits History

Qualify Certify Undo Certify

Denied Reason: none Denied Date:

Qualified Allocation

Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max Remaining
2023HEAP	10/12/2022	\$0.00	\$1,430.00	\$0.00	\$0.00
2023ECIP	10/24/2022	\$0.00	\$800.00	\$146.10	\$146.10

Switch Vendor Add Save Cancel Remove Rescind Close Allocation

Vendor	Fuel Type	Quantity	Unit Cost	Amount	Comment
PO Top It Off Oil Inc. - Oil	Oil	1	\$653.9	\$653.90	100 gallons of Oil must be delivered within 18 hours. Cash Price is \$5.539 with \$100.00 delivery fee. ECIP Certified on 10-
PO Branch Brook Fuels Inc. - Oil	Oil	1	\$604.9	\$0.00	100 gallons of Oil must be delivered within 18 hours. Cash Price is \$5.299 with \$75.00 delivery fee. ECIP Certified on 10-2

- Click the ‘PO’ Button to generate the new ECIP PO for the vendor that will remedy the ECIP. The ECIP purchase order will populate on a different window tab.

Application - Robin L MH - Certified Eligible - Paid

Robin MH [08/05/2022]

Application Info Benefits History

Qualify Certify Undo Certify

Denied Reason: none Denied Date:

Qualified Allocation

Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max Remaining
2023HEAP	10/12/2022	\$0.00	\$1,430.00	\$0.00	\$0.00
2023ECIP	10/24/2022	\$0.00	\$800.00	\$146.10	\$146.10

Switch Vendor Add Save Cancel Remove Rescind Close Allocation

Vendor	Fuel Type	Quantity	Unit Cost	Amount	Comment
PO Top It Off Oil Inc. - Oil	Oil	1	\$653.9	\$653.90	100 gallons of Oil must be delivered within 18 hours. Cash Price is \$5.539 with \$100.00 delivery fee. ECIP Certified on 10-
PO Branch Brook Fuels Inc. - Oil	Oil	1	\$604.9	\$0.00	100 gallons of Oil must be delivered within 18 hours. Cash Price is \$5.299 with \$75.00 delivery fee. ECIP Certified on 10-2

- Print PO for the paper file.
- Click the 'Save Disk' icon.

Maine State Housing Authority (MaineHousing) HOME ENERGY ASSISTANCE PROGRAM ECIP Purchase Order		Word
ISSUING AGENCY: York County Community Action Corp		Excel
Authorized by: Lori McPherson	Agency Fax:	PowerPoint
Agency Phone: 207-324-5762	P. O. Number	PDF
CAA Address: 6 Spruce St	P. O. Date	TIFF file
Sanford, ME 04073		MHTML (web archive)
TO: Top It Off Oil Inc. PO Box 698 Alfred, ME 04002 Vendor Phone: (207) 324-1133 Vendor Fax: (207) 459-7855 Vendor Email:	FOR: Robin L MH 229 Cat Mousam Rd Kennebunk, ME 040 Phone: (207) 459-7855 Alternate Phone: no	CSV (comma delimited)
		XML file with report data
		Data Feed
		TXT (Comma Delimited)

Service List:

Fuel Type	Total Cost	Comments
Oil	\$653.90	100 gallons of Oil must be delivered within 18 hours. Cash Price is \$5.539 with \$100.00 delivery fee. ECIP Certified on 10-24-2022 @ 11:04 am.,

INSTRUCTIONS: Please provide the authorized service(s) to the customer indicated above within the time prescribed by the issuing agency, but in any case no later than 48 hours from the time of the first request made by the agency.

Payment will be issued to the Vendor within ten (10) business days from CAA's receipt and approval of the Vendor's ECIP documentation. Once the delivery has been made, please submit the following to the Community Action Agency listed above:

1. A copy of the **purchase order**, metered delivery ticket (for oil/kerosene and propane). For all other fuel types, Vendor must provide an invoice.

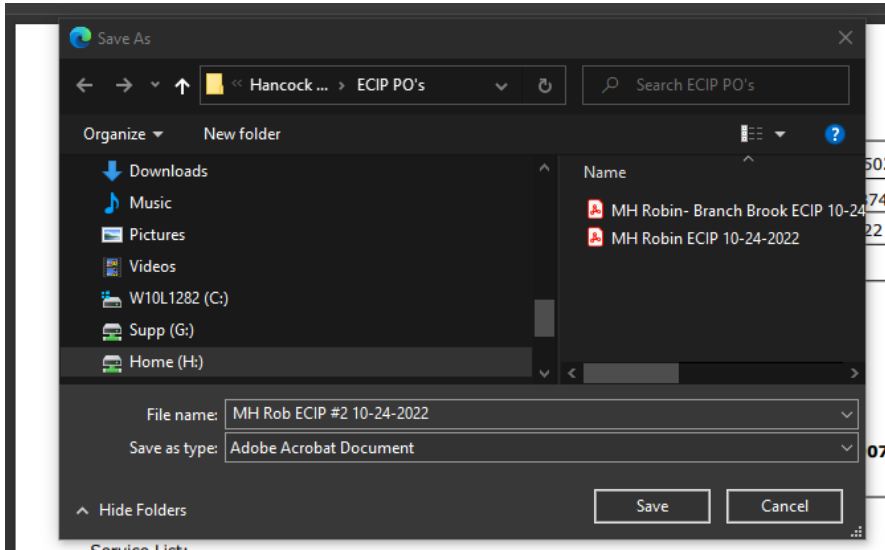
For **Utility Disconnects:** A written confirmation with the applicant's name, service address, name on the account (if different), account number, and the date and time of when the utility service was restored or the disconnect order was removed from the Household's account.

For **Heating System repairs:** an invoice indicating the Primary Applicant's name and physical address, date services performed, description of the services performed, and amount being invoiced.

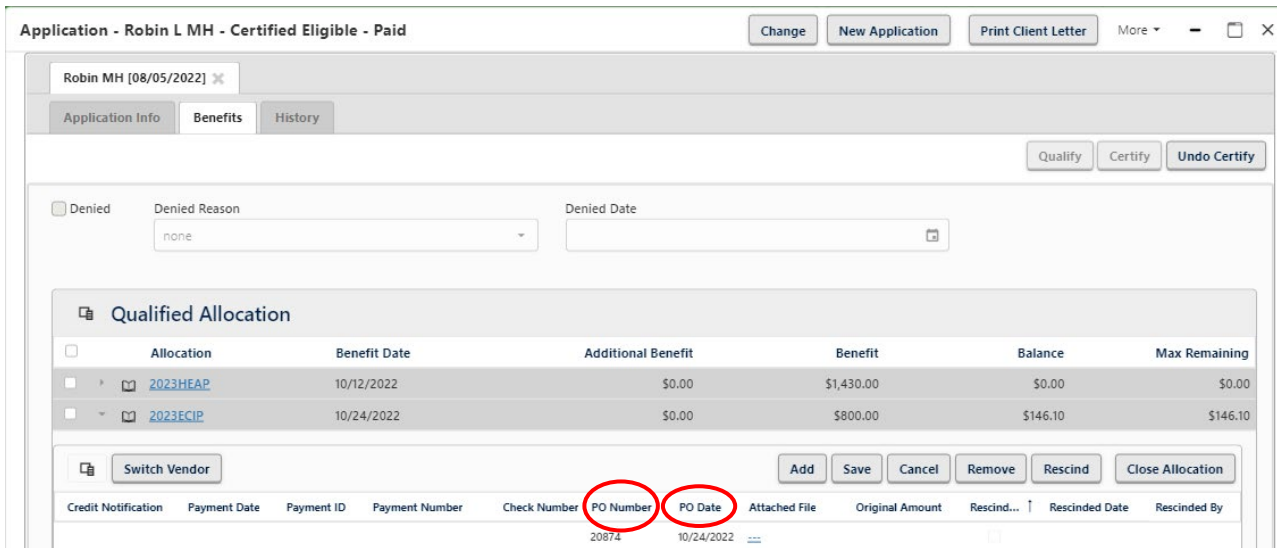
2. If the total amount on the delivery ticket is greater than the ECIP PO, the Vendor must notate dollar amounts to be covered by ECIP, HEAP, and TANF Supplemental, Client or another party/organization. Sign and date notations.

For **Oil/Kerosene/Propane**, an **Vendor invoice** is required if the delivery ticket does not document all charges that were approved on purchase order (ex. delivery fee, safety check, start-up fee). Submit an invoice or spreadsheet with the customer's name, delivery address, date of delivery, type of fuel delivered, and the units, price per unit and total.

- Save ECIP PO to the appropriate electronic file.



- Once the PO has been generated the 'PO Date' and 'PO Number' will populate on the ECIP sub grid line.



- Send ECIP PO to the Vendor via fax or e-mail.
- Follow instructions above on “How to Enter Delivery Payment Information” when Vendors ECIP delivery records are received.