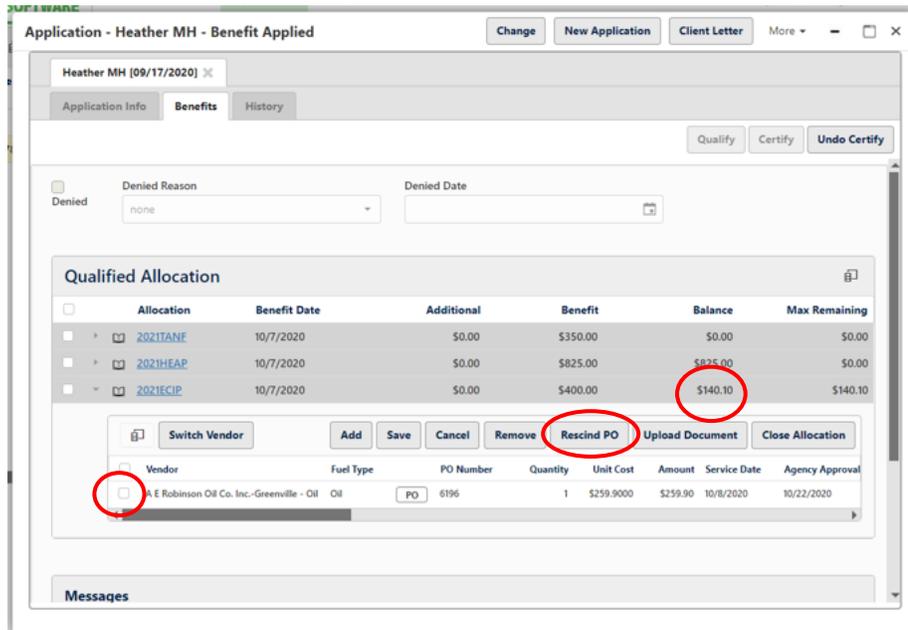


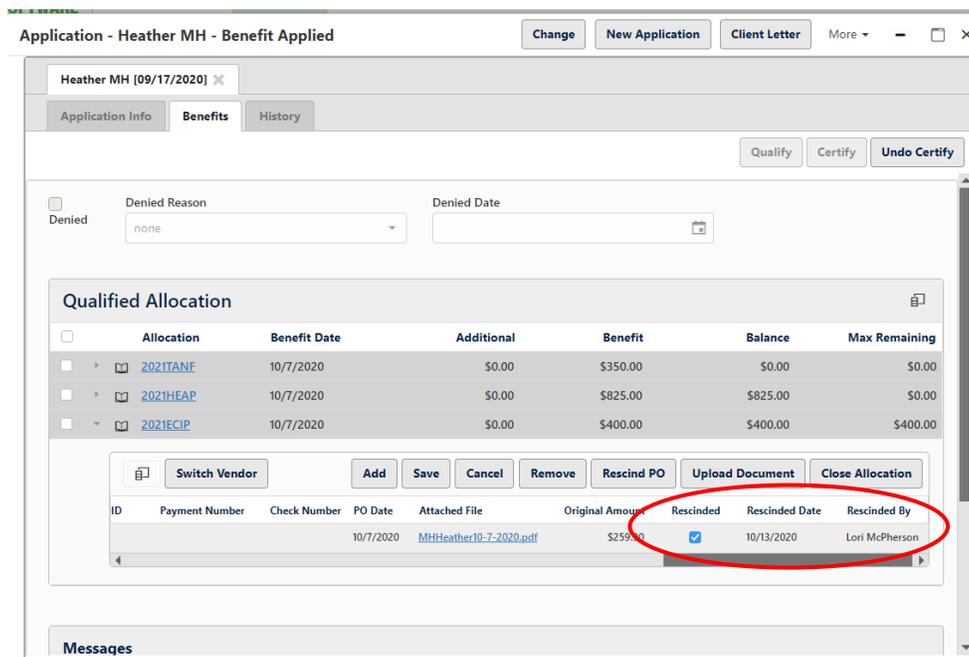
How to rescind an ECIP PO and create a new Purchase Order

Click the white box next to the vendor that is not able to remedy the ECIP, then click “Rescind PO”.



To verify that the ECIP Purchase Order has been rescinded:

- Scroll over until the Fields Rescinded, Rescinded Date and Rescinded By are seen.
The “Rescinded” field should have a blue check,
The “Rescinded Date” should have generated
The “Rescinded by” should have the user who rescinded the ECIP PO.



Check the balance to make sure it updated and added the ECIP Amount that was rescinded. If the balance did not update, click on a different tab and then back to the benefits tab to update the calculation.

Application - Heather MH - Benefit Applied

Change New Application Client Letter More

Heather MH [09/17/2020]

Application Info Benefits History

Qualify Certify Undo Certify

Denied Reason: none Denied Date:

Qualified Allocation

| Allocation | Benefit Date | Additional | Benefit | Balance | Max Remaining |
|------------|--------------|------------|----------|----------|---------------|
| 2021TANF | 10/7/2020 | \$0.00 | \$350.00 | \$0.00 | \$0.00 |
| 2021HEAP | 10/7/2020 | \$0.00 | \$825.00 | \$825.00 | \$0.00 |
| 2021ECIP | 10/7/2020 | \$0.00 | \$400.00 | \$400.00 | \$400.00 |

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document Close Allocation

| Vendor | Fuel Type | PO Number | Quantity | Unit Cost | Amount | Service Date | Agency Approval |
|--|-----------|-----------|----------|------------|--------|--------------|-----------------|
| A E Robinson Oil Co. Inc.-Greenville - Oil | Oil | PO 6196 | 1 | \$259.9000 | \$0.00 | 10/8/2020 | 10/22/2020 |

Messages

In the comment section add a comment explaining why the ECIP PO was rescinded.

Application - Heather MH - Benefit Applied

Change New Application Client Letter More

Heather MH [09/17/2020]

Application Info Benefits History

Cancel Save Save Settings

Comments

Show Comments History

Print Comments Remove Comments

| Comment Date | User Name | Comment |
|---------------------|----------------|---|
| 10/13/2020, 2:41 PM | Lori McPherson | PO #6196 was rescinded due to delivery truck breaking down. |

Comment

Questions and Answers

Primary Applicant

To Add a new vendor that will remedy the ECIP.

Click on the Application Info (Formerly the Client Info) tab.

Click the “Change” Button to put the application in “Change Mode”.

Click “New” in the Vendor and Consumption section to add an ECIP vendor to the Fuel Vendor section.

| Heating System Location | System and Fuel Type | Priority | Condition | Check if this system been cleaned in the last 12 months |
|-----------------------------------|----------------------|----------|--------------|---|
| <input type="checkbox"/> basement | Furnace - Oil | Primary | Working Well | <input checked="" type="checkbox"/> |

| Fuel Vendor | Account Number | Same As Applicant | First Name | Last Name | Annual Consumption | Fuel Su Allow |
|---|----------------|-------------------------------------|------------|-----------|--------------------|---------------|
| <input type="checkbox"/> A E Robinson Oil Co. Inc. - Greenville - Oil | 56545465 | <input checked="" type="checkbox"/> | Heather | MH | \$2,660.74 | |
| <input type="checkbox"/> Central Maine Power Co. - Electric | 35012345657 | <input checked="" type="checkbox"/> | Heather | MH | \$0.00 | |

| Questions | Answer |
|---|--------|
| <input type="checkbox"/> What is the primary fuel tank size in gallons? | 275 |
| <input type="checkbox"/> Does your electric meter service only your dwelling? | Yes |

Add Vendor and account information that will remedy the ECIP.

Link consumption or choose DHLC based on what the original Vendor had.

Add New Energy Status.

Click Save.

Fuel Vendor*
B & C Oil Company - Oil

Account Number*
225656

Same As Applicant

First Name: Heather, Last Name: MH

Annual Consumption: 2660.74, Fuel Subsidy Allowance: [empty]

Use DHLC

DHLC Reason: No Consumption figure available

Comment: [empty]

Heating Burden: 2660.74, Utility Only

| Date | Fuel Status | Current Status |
|------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> 10/8/2020 | Out of Fuel - Restored - Life Threatening | <input checked="" type="checkbox"/> |

Click “Confirm Changes” to generate a new Vendor row under the ECIP Allocation. (on the benefits Tab)

Go to the Benefits Tab.

On the **ECIP2021 - 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.

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 - Heather MH - Benefit Applied

Change New Application Client Letter More

Heather MH [09/17/2020]

Application Info Benefits History

Qualify Certify Undo Certify

Qualified Allocation

| Allocation | Benefit Date | Additional | Benefit | Balance | Max Remaining |
|------------|--------------|------------|----------|----------|---------------|
| 2021TANF | 10/7/2020 | \$0.00 | \$350.00 | \$0.00 | \$0.00 |
| 2021HEAP | 10/7/2020 | \$0.00 | \$825.00 | \$825.00 | \$0.00 |
| 2021ECIP | 10/13/2020 | \$0.00 | \$400.00 | \$124.10 | \$124.10 |

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document Close Allocation

| Vendor | Fuel Type | PO Number | Quantity | Unit Cost | Amount | Service Date | Agency Approval |
|--|-----------|-----------|----------|------------|----------|--------------|-----------------|
| A E Robinson Oil Co. Inc.-Greenville - Oil | Oil | 6196 | 1 | \$259.9000 | \$0.00 | 10/8/2020 | 10/22/2020 |
| B & C Oil Company - Oil | Oil | PO | 1 | \$275.9000 | \$275.90 | | |

Messages

| Allocation | Date/Time | Messages |
|------------|-----------|----------|
|------------|-----------|----------|

Print PO for the paper file.

Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM
ECIP Purchase Order

ISSUING AGENCY: The Opportunity Alliance

Agency Contact: Lori McPherson P. O. Number: 0000006200

Agency Phone: 207-553-5900 P. O. Date: 10/13/2020

Agency Fax: 207-553-5976

TO:
B & C Oil Company
PO Box 7
Oxford, ME 04270

FOR:
Heather MH
111 Wind Whistle Farm Road
Naples, ME 04055

Email Address:
Fax Number:

Phone:

| Fuel Type | Total Cost | Comments |
|-----------|------------|---|
| Oil | \$275.90 | Oil must be delivered within 18 hours of the time noted on the purchase Order. Client had no HEAP or TANF Supplemental remaining. |

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:

- 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.

- If the total amount on the delivery ticket is greater than the ECIP PO, the Vendor must note 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.

Click the “Save Disk” icon and choose PDF. This will open another browser tab.

Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM
ECIP Purchase Order

ISSUING AGENCY: The Opportunity Alliance

Agency Contact: Lon McPherson P. O. Number: 000006200
Agency Phone: 207-553-5900 P. O. Date: 10/13/2020
Agency Fax: 207-553-5976

TO:
B & C Oil Company
PO Box 7
Oxford, ME 04270

FOR:
Heather MH
111 Wind Whistle Farm Road
Naples, ME 04055

Email Address:
Fax Number:

Service List:

| Fuel Type | Total Cost | Comments |
|-----------|------------|---|
| Oil | \$275.00 | Oil must be delivered within 18 hours of the time noted on the purchase Order. Client had no HEAP or TANF Supplemental remaining. |

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 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.

Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

Click on the download icon to Print PO for the paper file.

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

Send to the Vendor via fax or e-mail and save the ECIP PO to your computer as described above.