

# How To Set Up Additional Benefit Amount

These steps are to be taken after changes to the Application have been completed, changes have been confirmed and the benefit calculated an additional benefit.

## To set up additional HEAP Benefit Amount

On the HEAP Allocation

- Click 'Add' Button.

The screenshot shows a table titled "Qualified Allocation" with columns: Allocation, Benefit Date, Additional Benefit, Benefit, Balance, and Max Remaining. The table contains three rows: 2023TANF, 2023S-SUPP, and 2023HEAP. Below the table is a "Switch Vendor" section with buttons: Add, Save, Cancel, Remove, and Rescind. The "Add" button is circled in red.

- Click on drop down arrow.

This screenshot is similar to the previous one, but the dropdown arrow on the "Vendor" field in the "Switch Vendor" section is circled in red.

- Select the appropriate Vendor.

This screenshot shows the "Switch Vendor" dropdown menu open. The menu lists several vendors, with "Dead River Co LLC-Madawaska - Kero..." circled in red. Below the table is a "Messages" section with columns: Allocation and Messages.

Enter the additional benefit in the 'Amount' field. To know the amount to enter see what is listed under Balance. (For this application the amount is \$715.00)

- Click Save.

Qualified Allocation						
<input type="checkbox"/>	Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2023TANF		\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	2023S-SUPP	03/01/2023	\$0.00	\$1,540.00	\$715.00	\$0.00
<input type="checkbox"/>	2023HEAP	03/01/2023	\$0.00	\$1,540.00	\$715.00	\$0.00

<input type="checkbox"/>	Vendor	Fuel Type	Comment	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Approved By
<input type="checkbox"/>	Dead River Co LLC-Madawaska - Kerosene	Kerosene				715			
<input type="checkbox"/>	PO Dead River Co LLC-Madawaska - Oil	Oil		825		\$825.00			

<input type="checkbox"/>	2023ECIP		\$0.00	\$0.00	\$0.00	\$800.00
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- Once saved, the 'Balance' will change to \$0.00.

Qualified Allocation						
<input type="checkbox"/>	Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2023TANF		\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	2023S-SUPP	03/01/2023	\$0.00	\$1,540.00	\$715.00	\$0.00
<input type="checkbox"/>	2023HEAP	03/01/2023	\$0.00	\$1,540.00	\$0.00	\$0.00

<input type="checkbox"/>	Vendor	Fuel Type	Comment	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Approved By
<input type="checkbox"/>	PO Dead River Co LLC-Madawaska - Oil	Oil		825		\$825.00			
<input type="checkbox"/>	PO Dead River Co LLC-Madawaska - Kerosene	Kerosene		715		\$715.00			

Although PY2023S-SUPP will no longer be issued, please update the additional benefit for this allocation.

## To set up additional 2023S-SUPP Benefit Amount

On the PY2023S-SUPP Allocation

- Click 'Add' Button

The screenshot shows the 'Qualified Allocation' section with a table of allocations. The '2023S-SUPP' allocation is highlighted. Below the table, there are buttons for 'Switch Vendor', 'Add', 'Save', 'Cancel', 'Remove', and 'Rescind'. The 'Add' button is circled in red.

Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max Remaining
2023TANF		\$0.00	\$0.00	\$0.00	\$0.00
2023S-SUPP	03/01/2023	\$0.00	\$1,540.00	\$715.00	\$0.00

Vendor	Fuel Type	Comment	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Approved By
PO Dead River Co LLC-Madawaska - Oil	Oil		825		\$825.00			

- Click on Drop down arrow

The screenshot shows the 'Qualified Allocation' section with the vendor dropdown menu open. The dropdown menu is currently set to 'Select...'. The dropdown arrow is circled in red.

Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max Remaining
2023TANF		\$0.00	\$0.00	\$0.00	\$0.00
2023S-SUPP	03/01/2023	\$0.00	\$1,540.00	\$715.00	\$0.00

Vendor	Fuel Type	Comment	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Approved By
Select...								
PO Dead River Co LLC-Madawaska - Oil	Oil		825		\$825.00			

- Select the appropriate Vendor

The screenshot shows the 'Qualified Allocation' section with the vendor dropdown menu open. The dropdown menu is currently set to 'Select...'. The dropdown arrow is circled in red. The dropdown menu is open, showing a list of vendors. The 'Dead River Co LLC-Madawaska - Kero...' option is circled in red.

Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max Remaining
2023TANF		\$0.00	\$0.00	\$0.00	\$0.00
2023S-SUPP	03/01/2023	\$0.00	\$1,540.00	\$715.00	\$0.00

Vendor	Fuel Type	Comment	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Approved By
Select...								
PO Dead River Co LLC-Madawaska - Oil	Oil		825		\$825.00			
Dead River Co LLC-Madawaska - Kero...								
Versant Power - Presque Isle - Electric...					\$0.00			\$0.00
2023ECIP		\$0.00	\$0.00	\$0.00	\$800.00			

- Enter the additional benefit in the 'Amount' field. To know the amount to enter, see what is listed under 'Balance' (For this application the amount is \$715.00)
- Click Save.

**Qualified Allocation**

<input type="checkbox"/>	Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2023TANF		\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	2023S-SUPP	03/01/2023	\$0.00	\$1,540.00	\$715.00	\$0.00

<input type="checkbox"/>	Vendor	Fuel Type	Comment	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Approved By
<input type="checkbox"/>	Dead River Co LLC-Madawaska - Kerosene	Kerosene				715			
<input type="checkbox"/>	<input type="button" value="PO"/> Dead River Co LLC-Madawaska - Oil	Oil		825		\$825.00			

Once both Applications have been updated with the additional HEAP and SUPP benefits the balance will be \$0.00.

**Qualified Allocation**

<input type="checkbox"/>	Allocation	Benefit Date	Additional Benefit	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2023TANF		\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	2023S-SUPP	03/01/2023	\$0.00	\$1,540.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	2023HEAP	03/01/2023	\$0.00	\$1,540.00	\$0.00	\$0.00
<input type="checkbox"/>	2023ECIP		\$0.00	\$0.00	\$0.00	\$800.00

Make sure to add comments explaining what changes were made to the application and why.