

# How to Issue Benefits for a Secondary Fuel Type

In order to issue a Household's Benefit for a Fuel Type other than that of their Primary Heating System, follow the instructions outlined in the document "How to Take an Application in HEAP Cloud" and use the following two adjustments.

- Add "Bypass For Non-Primary Heating System – Fuel Type" as the Vendor for the Primary Heating System
- Update the Fuel Vendor to which the Benefit(s) will be issued (for each eligible allocation)

**Add "Bypass For Non-Primary Heating System – Fuel Type" as the Vendor for the Primary Heating System.** This will insure that there is a Vendor listed on the application that matches the Primary Fuel Type and that an incorrect Vendor is not paid.

Be sure to also add the Vendor to which the Benefit will be issued for the non-Primary Fuel Type.

Client - Jesse MH - Application pending

New Application Client Letter More - □ ×

Jesse MH [08/27/2019] ×

Client Info Benefits

Cancel Save

▼ Vendor and Consumption

Primary Fuel Type\*

Oil

Primary Fuel Type and Bypass Fuel Type match

Heating System Location	System and Fuel Type	Priority	Condition	Check if this system been cleaned in the last 12 months
<input type="checkbox"/> basement	Boiler - Oil	Primary	Working Well	✓
<input type="checkbox"/> livingroom	Stove - Wood Pellets	Secondary	Working Well	

Fuel Vendor	Account Number	First Name	Last Name	Same As Applicant	Annual Consumption	Fuel Su Allow
<input type="checkbox"/> Bypass For Non-Primary Heating System - Oil	654987	Jesse	MH	✓	\$2,816.96	
<input type="checkbox"/> Aroostook Milling Co.-Wood Pellets - Wood Pellets	654123	Jesse	MH	✓	\$0.00	
<input type="checkbox"/> Emera Maine-MPD - Electric	00000549876	Jesse	MH	✓	\$0.00	

Vendor for Secondary Fuel Type to which Benefit will be issued

Remove

Once the application has been 'Qualified', the Benefit will be listed as being issued to the Vendor for the Primary Fuel Type (Bypass for Non-Primary Heating System – Oil).

Update the Fuel Vendor to which the Benefit(s) will be issued (for each eligible allocation).

Double click on the 'Bypass for Non-Primary Heating System – Fuel Type'.

Client - Jesse MH - Eligible, benefit determined

New Application

Client Letter

More



Jesse MH [08/27/2019] ✕

Client Info Benefits

Qualify Confirm Undo Confirm

### Qualified Allocation

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval				
2020 TANF		\$0.00	\$0.00	\$0.00	NO				
2020 HEAP		\$1,596.00	\$0.00	\$1,596.00	NO				
<b>Fuel Vendor</b>									
Bypass For Non-Primary Heating System - Oil		\$1,596.00	611.92	\$1,596.00	8/27/2019				
2020 ECIP		\$0.00	\$0.00	\$0.00	NO				

Double click here.

A Vendor Selection pop up box will open.

Change the 'Amount' field to \$0.00.

### Vendor Selection - 2020 HEAP



Benefit: \$1,596.00    Additional Benefit: \$0.00    Total Benefit: \$1,596.00

Apply Date: 8/27/2019    Pay to Fuel Vendor: Bypass For Non-Primary Heating Syste ...

Benefit Quantity: 611.92    Amount: 1596.00

Comment:

Change this field to \$0.00.

Balance Benefit Amount - \$0.00

Attached File Name :

Attach File    Cancel    Save

Click 'Save'. (If Save is still greyed out, tab or click inside the Comment Box to activate the Save feature.)

### Vendor Selection - 2020 HEAP

Benefit: \$1,596.00    Additional Benefit: \$0.00    Total Benefit: \$1,596.00

Apply Date: 8/27/2019    Pay to Fuel Vendor \*: Bypass For Non-Primary Heating System ...

Benefit Quantity \*: 0.00    Amount \*: 0.00

Comment:

Balance Benefit Amount - \$0.00

Attached File Name :



The Vendor Selection pop up box will close. The Amount, Benefit Quantity and Benefit Balance will now be zero.

### Client - Jesse MH - Eligible, benefit determined

More -

Jesse MH [08/27/2019]

Denied:  Denied Reason: none

#### Qualified Allocation

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval																
<input type="checkbox"/> 2020 TANF		\$0.00	\$0.00	\$0.00	NO																
<input type="checkbox"/> 2020 HEAP		\$1,596.00	\$0.00	\$1,596.00	NO																
<table border="1"><thead><tr><th>Fuel Vendor</th><th>Amount</th><th>Benefit Quantity</th><th>Benefit Balance</th><th>Payment ID</th><th>Apply Date</th><th>Benefit Paid Date</th><th>Credit</th></tr></thead><tbody><tr><td><input type="checkbox"/> Bypass For Non-Primary Heating System - Oil</td><td>\$0.00</td><td>0.00</td><td>\$0.00</td><td></td><td>8/27/2019</td><td></td><td></td></tr></tbody></table>						Fuel Vendor	Amount	Benefit Quantity	Benefit Balance	Payment ID	Apply Date	Benefit Paid Date	Credit	<input type="checkbox"/> Bypass For Non-Primary Heating System - Oil	\$0.00	0.00	\$0.00		8/27/2019		
Fuel Vendor	Amount	Benefit Quantity	Benefit Balance	Payment ID	Apply Date	Benefit Paid Date	Credit														
<input type="checkbox"/> Bypass For Non-Primary Heating System - Oil	\$0.00	0.00	\$0.00		8/27/2019																
<input type="checkbox"/> 2020 ECIP		\$0.00	\$0.00	\$0.00	NO																

These three fields/amounts will now be zero.

Double click on the 'Bypass for Non-Primary Heating System – Fuel Type' again.

The Vendor Selection pop up box will open.

In the 'Pay to Fuel Vendor' dropdown, select the Vendor to which the Benefit will be issued.

**Vendor Selection - 2020 HEAP**

Benefit	Additional Benefit	Total Benefit
\$1,596.00	\$0.00	\$1,596.00

Apply Date: 8/27/2019

Pay to Fuel Vendor \*

- Aroostook Milling Co.-Wood Pellets - Wood Pe
- Bypass For Non-Primary Heating System - Oil

Balance Benefit Amount - \$0.00

Attached File Name :

**Attach File** **Cancel** **Save**

Enter the Benefit amount in the 'Amount' field. (The benefit Quantity will auto populate.)

Click 'Save'. (If Save is still greyed out, tab or click inside the Comment Box to activate the Save feature.)

**Vendor Selection - 2020 HEAP**

Benefit	Additional Benefit	Total Benefit
\$1,596.00	\$0.00	\$1,596.00

Apply Date: 8/27/2019

Pay to Fuel Vendor \*

Aroostook Milling Co.-Wood Pellets - ...

Benefit Quantity \* : 5.72

Amount \* : 1596.00

Comment

Balance Benefit Amount - \$1,596.00

Attached File Name :

**Attach File** **Cancel** **Save**

The Vendor Selection pop up box will close. The Fuel Vendor displayed will now be for the non-Primary Fuel Type and the Benefit amount will be listed.

Client - Jessie MH - Eligible, benefit determined

New Application

Client Letter

More



Jessie MH [08/27/2019] X

Client Info

Benefits

Qualify

Confirm

Undo Confirm

Denied

Denied Reason

none

### Qualified Allocation



Add

<input type="checkbox"/>	Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval																	
<input type="checkbox"/>	▶ 2020 TANF		\$0.00	\$0.00	\$0.00	NO	+																
<input type="checkbox"/>	▼ 2020 HEAP		\$1,596.00	\$0.00	\$1,596.00	NO	+																
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Fuel Vendor	Amount	Benefit Quantity	Benefit Balance	Payment ID	Apply Date	Benefit Paid Date																	
▼ Aroostook Milling Co.-Wood Pellets - Wood Pellets	\$1,596.00	5.72	\$1,596.00		8/27/2019																		
<input type="checkbox"/>	▶ 2020 ECIP		\$0.00	\$0.00	\$0.00	NO	+																

The Fuel Vendor selected will be listed here.

The Benefit Amount will be listed here.