

Program: HEAP Fuel Assistance	MHPN # 2023-HEAP-002
Action: Program Guidance Clarification	Effective Date: 7/28/2023
Issued by: MaineHousing, Energy and Housing Services	Expired Date:

This MaineHousing Notice is being issued to provide clarification regarding documentation of Lawful Status in the United States.

1. Documentation of Lawful Status in the United States

Per the HEAP Handbook section 8, “If an Applicant is not a U.S. citizen, the Applicant must provide non-expired documentation of their lawful status in the United States.” This section of the Handbook also provides a list of acceptable documentation. This notice provides clarity regarding some of the acceptable documentation.

Social Security card issued by the Social Security Administration. If the Social Security card includes one of the restrictions listed below, the Applicant must provide their work authorization expiration date, and the CAA must document the expiration date in case notes and the HEAP software comments section.

- a. Not valid for employment.
- b. Valid for work only with INS authorization.
- c. Valid for work only with DHS authorization.

Clarification- If the SS card is expired, any I-797C Notice of Action is sufficient documentation.

Permanent Resident Card (I-551).

Clarification- An unexpired I-551 form is sufficient documentation. If the I-551 is expired, any I-797C Notice of Action is sufficient documentation.

Arrival Departure Form I-94 with “Temporary I-551” stamp and holder’s photograph affixed; and **I-94 stamped with one of the following statuses:** Asylee, Parolee or Parole, Refugee, Asylum, HP- humanitarian parolee, PIP-public interest parolee, or Cuban-Haitian Entrant.

Clarification- The acceptable forms involving an I-94 are:

- a) Unexpired foreign passport with a valid unexpired U.S. Visa affixed accompanied by the approved I- 94 form documenting the Applicant's most recent admittance into the United States.
- b) Arrival Departure Form I-94 with “Temporary I-551” stamp and holder’s photograph affixed.
- c) I-94 stamped with one of the following statuses: Asylee, Parolee or Parole, Refugee, Asylum, HP- humanitarian parolee, PIP-public interest parolee, or Cuban-Haitian Entrant.

Any of the above (points a-c) are sufficient so they don’t all require a passport with a visa. If a U.S. visa is expired, it is invalid.

U.S. Citizenship and Immigration Services Form I-797C- Notice of Action.

Clarification- There are no restrictions with these. Any I-797C Notice of Action is sufficient documentation.

2. Notice Contact

Troy Fullmer, *Manager of HEAP* ▪ liheap@mainehousing.org

Maine State Housing Authority (“MaineHousing”) does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances:

*Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330,
Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*

