

How to enter ECIP information to generate an ECIP Benefit and Purchase Order

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

Double click on the appropriate vendor that will remedy the ECIP to add a new Energy Status in the Vendor and Consumption section.

Client - Edwina MH - Benefit Applied [CHANGE MODE]

Edwina MH [10/18/2019]

Client Info Benefits

Confirm Changes Cancel Save

▼ Vendor and Consumption

Primary Fuel Type*

Oil

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

Fuel Vendor	Account Number	Same As Applicant	First Name	Last Name	Annual Consumption	Fuel Sub Allow
<input type="checkbox"/>	Central Maine Power Co. - Electric	350 67956	✓	Edwina	MH	\$0.00
<input type="checkbox"/>	CN Brown Co-Augusta Heating Oil - Oil	6546	✓	Edwina	MH	\$2,581.74

Questions	Answer	
<input type="checkbox"/>	Does your electric meter service only your dwelling?	Y

Click “New” to add a new **Energy Service Status**.

Click on the “Fuel Status” drop down and choose the appropriate Energy Status.

Uncheck the previous “Current Status” check box.

Click Save.

Energy Consumption

Fuel Vendor*

CN Brown Co-Augusta Heating Oil - Oil

Account Number*

6546

Same As Applicant

First Name Edwina Last Name MH

Annual Consumption 2581.74 Fuel Subsidy Allowance

Use DHLC

DHLC Reason Applicant carried fuel

Comment

Heating Burden Utility Only

Energy Service Status

Date	Fuel Status	Current Status
<input type="checkbox"/>	11/2/2019	Out of Fuel - Restored - Life Threatening <input checked="" type="checkbox"/>
<input type="checkbox"/>	10/18/2019	No Energy Crisis - Not Applicable - None <input type="checkbox"/>

Link Consumption Cancel Save

Upload ECIP Required Documents in the document section and update the document status to complete.

▼ Document

Document	Document Status	Comment	Revised Date	Attached File Name
<input type="checkbox"/> ECIP Required Documents	Completed			Document.docx
<input type="checkbox"/> ECIP Purchase Order Provisional	Not Required			
<input type="checkbox"/> ECIP Purchase Order CTE - Repairs	Not Required			
<input type="checkbox"/> ECIP Eviction Notice	Not Required			
<input type="checkbox"/> ECIP Emergency Worksheet	Not Required			

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Click “Confirm Changes” to generate the ECIP Allocation (on the benefits Tab).

Client - Edwina MH - Benefit Applied [CHANGE MODE] Change New Application Client Letter More

Edwina MH [10/18/2019] Confirm Changes Cancel Save

Client Info **Benefits**

Service Address 2 County*

Service City* Service State* Service ZIP*

Mailing Same As Service Address

Mailing Street Address Mailing Apartment

Mailing Street 2

Mailing City Mailing State Mailing ZIP

On the Benefits Tab, in the messages the 2020 ECIP allocation will populate to Eligible.

Client - Edwina MH - Benefit Applied Change New Application Client Letter More

Denied Denied Reason

Qualified Allocation

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval
<input type="checkbox"/> 2020TANF	10/18/2019	\$350.00	\$0.00	\$350.00	NO +
<input type="checkbox"/> 2020HEAP	10/18/2019	\$0.00	\$0.00	\$0.00	NO +
<input type="checkbox"/> 2020ECIP		\$0.00	\$0.00	\$0.00	NO +

Messages

Allocation	Messages
2020TANF	Eligible for \$350.00 from 2020TANF (Family has at least one member who was under the age of 18, does not reside in Subsidized Housing with heat.)
2020TANF	Benefit Assigned
2020HEAP	Eligible for \$0.00 from 2020HEAP (Annually Energy Cost \$2501 and greater, Poverty 101%-125%)
2020HEAP	Benefit Assigned
2020ECIP	Eligible for Crisis Benefit(\$400.00) from 2020ECIP
2020ECIP	Benefit In Process

Double click on the ECIP Allocation line.

Client - Edwina MH - Benefit Applied

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Qualify Confirm Undo Confirm

Denied Denied Reason: none

Qualified Allocation Add

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval
2020TANF	10/18/2019	\$350.00	\$0.00	\$350.00	NO
2020HEAP	10/18/2019	\$0.00	\$0.00	\$0.00	NO
2020ECIP		\$0.00	\$0.00	\$0.00	NO

Messages

Allocation	Messages
2020TANF	Eligible for \$350.00 from 2020TANF (Family has at least one member who was under the age of 18, does not reside in Subsidized Housing with heat.)
2020TANF	Benefit Assigned
2020HEAP	Eligible for \$0.00 from 2020HEAP (Annually Energy Cost \$2501 and greater, Poverty 101%-125%)
2020HEAP	Benefit Assigned
2020ECIP	Eligible for Crisis Benefit(\$400.00) from 2020ECIP
2020ECIP	Benefit In Process

In the Qualified Allocation box, enter \$400.00 in the "Benefit" Field. Click Save

Qualified Allocation

Allocation *

Benefit
MAX \$400.00

Additional Benefit
MAX \$0.00

Cancel Save

Double Click on grey expansion arrow for the 2020 ECIP Allocation.

Client - Edwina MH - Benefit Applied

Change New Application Client Letter More

Edwina MH [10/18/2019]

Client Info Benefits

Qualify Confirm Undo Confirm

Denied Denied Reason: none

Qualified Allocation Add

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval
2020TANF	10/18/2019	\$350.00	\$0.00	\$350.00	NO
2020HEAP	10/18/2019	\$0.00	\$0.00	\$0.00	NO
2020ECIP		\$400.00	\$0.00	\$400.00	NO

Double Click on the Vendor under the 2020 ECIP allocation.

Client - Edwina MH - Benefit Applied

Edwina MH [10/18/2019]

Client Info Benefits

Quality Confirm Undo Confirm

Denied Reason: none

Qualified Allocation

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval
2020TANF	10/18/2019	\$350.00	\$0.00	\$350.00	NO
2020HEAP	10/18/2019	\$0.00	\$0.00	\$0.00	NO
2020ECIP		\$400.00	\$0.00	\$400.00	NO

Fuel Vendor

Vendor	Amount	Benefit Quantity	Benefit Balance	Payment ID	Apply Date	Benefit Paid Date	Credit No
CN Brown Co-Augusta Heating Oil - Oil	\$0.00	0.00	\$0.00		10/22/2019		

Enter the total ECIP in the “Amount” Field

Add comments in the “Comment” field to specify the following:

- Fuel Type
- Timeframe required
- Price per unit PPU
- Gallons
- Total amount of Delivery
- Delivery Fee Amount, Restart Fee Amount, etc. (if applicable)

Click Save.

Vendor Selection - 2020ECIP

Benefit: \$400.00 Additional Benefit: \$0.00 Total Benefit: \$400.00

Apply Date: 10/22/2019 Pay to Fuel Vendor *: CN Brown Co-Augusta Heating Oil - Oil

Benefit Quantity *: 118.66 Amount *: 350.00

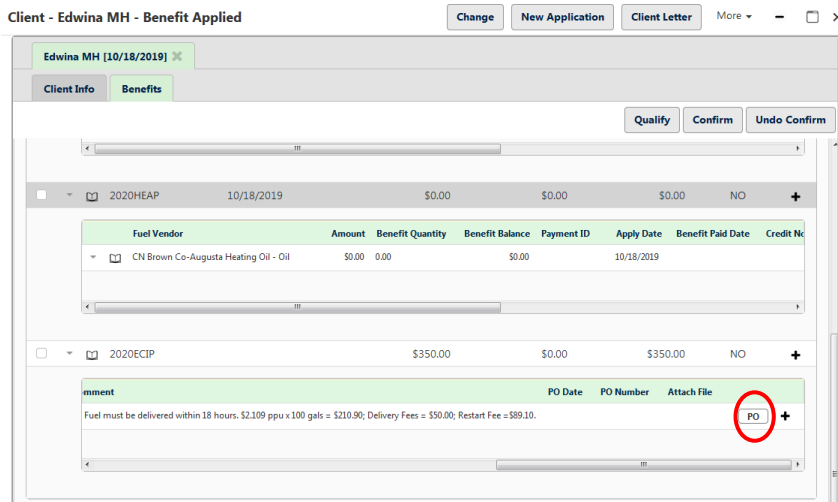
Comment: #2 Fuel Oil must be delivered within 18 hours. \$2.109 ppu 100 gals= \$210.90; Delivery Fee = \$50.00; Restart Fee= \$89.10

Balance Benefit Amount - \$50.00

Attached File Name :

Attach File Cancel Save

Click on the "PO" Button to generate the ECIP Purchase order



Print PO for the paper file.

Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance/ECIP)

ISSUING AGENCY: Kennebec Valley Community Action Program

Agency Contact: _____ P. O. Number 000000013

Agency Phone: 207-859-1500 P. O Date 10/22/2019

Agency Fax: 207-872-6747

TO:
CN Brown Co-Augusta Heating Oil
362 Riverside Drive
Augusta, ME 04330

FOR:
Edwina MH
1234 ECIP Lane
Augusta, ME 04330

Phone: (207) 622-1234

Service List:

Delivery Type	Quantity	Unit Cost	Total Cost	Delivery Date	Delivery Note

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.

The value of the clean, tune and evaluate service shall not exceed: _____

The value of the repair service(s) shall not exceed: _____

Other Agency Instructions:

#2 Fuel Oil must be delivered within 18 hours. \$2.109 ppu 100 gals= \$210.90; Delivery Fee = \$50.00; Restart Fee= \$89.10