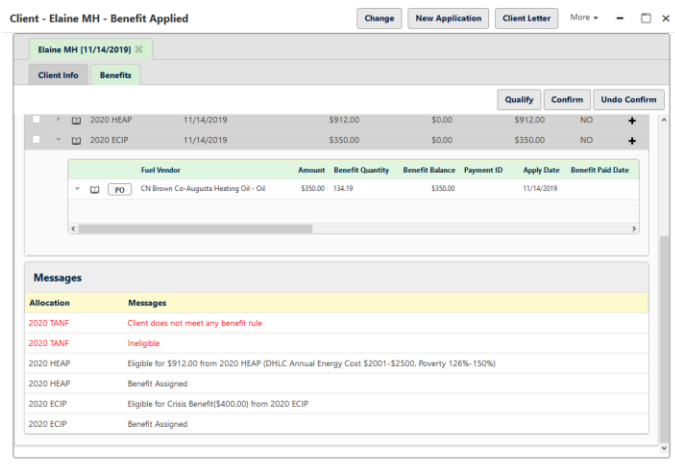


How to Rescind an ECIP PO and Create a New Purchase Order

Double click the Vendor that is not able to remedy the ECIP, under the ECIP Qualified Allocation on the Benefits tab



Enter 0.00 in the “Amount” field.

In the comment add Rescinded and an explanation why the PO has been rescinded in front of the original comment.

Click Save.

Vendor Selection - 2020 ECIP

Benefit: \$350.00 Additional Benefit: \$0.00 Total Benefit: \$350.00

Apply Date: 11/14/2019 Pay to Fuel Vendor*: CN Brown Co-Augusta Heating Oil - Oil

Benefit Quantity*: 0.00 Amount*: 0.00

Comment: RESCINDED Due to delivery truck going off the road. #2 Fuel must be delivered with in 18 hours. \$2.109 @ 100 gallons = \$210.90; Delivery Fee= \$50.00; Restart Fee= \$89.00

Balance Benefit Amount - \$0.00

Attached File Name :

Attach File Cancel Save

Click on 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 a new vendor to the Fuel Vendor 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

Remove New

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

Remove New

Fuel Vendor	Account Number	Same As Applicant	First Name	Last Name	Annual Consumption	Fuel Sub Allow
<input type="checkbox"/>	Central Maine Power Co. - Electric	3501287956	✓	Edwina	MH	\$0.00
<input type="checkbox"/>	CN Brown Co-Augusta Heating Oil - Oil	6546	✓	Edwina	MH	\$2,581.74

Remove

Remove New

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

Add Vendor that will remedy the ECIP.

Add New Energy Status.

Click Save.

Energy Consumption

Fuel Vendor*

Bob's Cash Fuel LLC - Oil

Account Number*

65464654

First Name Last Name Same As Applicant

Elaine MH

Annual Consumption Fuel Subsidy Allowance

0.00

Use DHLC

DHLC Reason

Comment

Heating Burden Utility Only

0.00

Energy Service Status

Remove New

Date	Fuel Status	Current Status
<input type="checkbox"/>	11/14/2019	Out of Fuel - Restored - Life Threatening

Link Consumption Cancel Save

Click “Confirm Changes” to generate a new row on the ECIP Qualified Allocation on the benefits Tab.

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

Elaine MH [11/14/2019] ×

Client Info **Benefits**

Confirm Changes Cancel Save

Basement Boiler - Oil Primary Working Well

Remove New

<input type="checkbox"/>	Fuel Vendor	Account Number	First Name	Last Name	Same As Applicant	Annual Consumption	Fuel Subsidy Allowance
<input type="checkbox"/>	<input type="checkbox"/> CN Brown Co-Augusta Heating Oil - Oil	6546464654	Elaine	MH	✓	\$2,267.03	
<input type="checkbox"/>	<input type="checkbox"/> Central Maine Power - Electric	35012678978	Elaine	MH	✓	\$0.00	
<input type="checkbox"/>	<input type="checkbox"/> Bob's Cash Fuel LLC - Oil	65464654	Elaine	MH	✓	\$0.00	

Remove

<input type="checkbox"/>	Questions	Answer
<input type="checkbox"/>	<input type="checkbox"/> Does your electric meter service only your dwelling?	Y
<input type="checkbox"/>	<input type="checkbox"/> Does your primary fuel tank supply only your dwelling?	Y
<input type="checkbox"/>	<input type="checkbox"/> Is your primary fuel tank outside or in an unheated space?	N
<input type="checkbox"/>	<input type="checkbox"/> What is the primary fuel tank size in gallons?	275
<input type="checkbox"/>	<input type="checkbox"/> Has your chimney been cleaned in the last 12 months?	NA

Go to the Benefits Tab.

Double click on the new Vendor that will remedy the ECIP.

<input type="checkbox"/>	2020 ECIP	\$400.00	\$0.00	\$400.00	NO	+	
<input type="checkbox"/>	Fuel Vendor	Amount	Benefit Quantity	Benefit Balance	Payment ID	Apply Date	Comment
<input type="checkbox"/>	<input type="checkbox"/> PO Bob's Cash Fuel LLC - Oil	\$0.00	0.00	\$0.00		10/31/2019	RESCINDED - Due to truck off road. #2 Fuel mu
<input type="checkbox"/>	<input type="checkbox"/> PO CN Brown Co-Augusta Heating Oil - Oil	\$350.00	134.19	\$350.00	0	10/31/2019	#2 Fuel must be delivered within 18 hours. \$2.10

Update the ECIP total amount if pricing and fees have changed.

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

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

Click Save.

Vendor Selection - 2020 ECIP

Benefit: \$350.00 Additional Benefit: \$0.00 Total Benefit: \$350.00

Apply Date: 11/14/2019 Pay to Fuel Vendor: Bob's Cash Fuel LLC - Oil

Benefit Quantity: 0.00 Amount: 350.00

Comment: #2 Fuel must be delivered with in 18 hours. \$2.109 @ 100 gallons = \$210.90; Delivery Fee= \$50.00; Restart Fee= \$89.00

Balance Benefit Amount - \$0.00

Attached File Name :

Buttons: Attach File, Cancel, Save

Click on the “PO” Button to generate the ECIP Purchase order.

(Please note: Until the update is made in production scroll over to locate the “PO” button)

Client - Elaine MH - Benefit Applied [CHANGE MODE]

Elaine MH [11/14/2019]

Client Info Benefits

Buttons: Qualify, Confirm, Undo Confirm

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval
2020 TANF		\$0.00	\$0.00	\$0.00	NO
2020 HEAP	11/14/2019	\$912.00	\$0.00	\$912.00	NO
2020 ECIP	11/14/2019	\$350.00	\$0.00	\$350.00	NO

Fuel Vendor	Amount	Benefit Quantity	Benefit Balance	Payment ID	Apply Date	Benefit Paid Date
CN Brown Co-Augusta Heating Oil - Oil	\$0.00	0.00	\$0.00		11/14/2019	
PO Bob's Cash Fuel LLC - Oil	\$350.00	0.00	\$350.00		11/14/2019	

The ECIP purchase order will populate on a different window tab.

Print PO for the paper file.

Send to the Vendor via fax or e-mail.

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

ISSUING AGENCY: Kennebec Valley Community Action Program

Agency Contact: _____ P. O. Number: 000000065

Agency Phone: 207-859-1500 P. O. Date: 11/14/2019

Agency Fax: 207-872-6747

TO:
Bob's Cash Fuel LLC
P.O. Box 70
Madison, ME 04950

FOR:
Elaine MH
1238 Treeline Road
Augusta, ME 04330

Email Address: rob@bobscashfuel.com
Fax Number: 2076963835

Phone: (207) 622-7848

Service List:

Fuel Type	Total Cost	Comments
Oil	\$350.00	#2 Fuel must be delivered with in 18 hours. \$2.109 @ 100 gallons = \$210.90; Delivery Fee= \$50.00; Restart Fee= \$89.00

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 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.

2. 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.

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

Elaine MH [11/14/2019] X

Client Info Benefits

Quality Confirm Undo Confirm

<input type="checkbox"/>	2020 HEAP	11/14/2019	\$912.00	\$0.00	\$912.00	NO	+
<input type="checkbox"/>	2020 ECIP	11/14/2019	\$350.00	\$0.00	\$350.00	NO	+

Comment	PO Date	PO Number
RESCINDED Due to delivery truck going off the road. #2 Fuel must be delivered with in 18 hours. \$2.109 @ 100 gallons = \$210.90; Delivery Fee= \$50.00; Restart Fee= \$89.00	11/14/2019	000000064
#2 Fuel must be delivered with in 18 hours. \$2.109 @ 100 gallons = \$210.90; Delivery Fee= \$50.00; Restart Fee= \$89.00	11/14/2019	000000065