COMMENTS

The format for all comments should be:　　　**<date> <comments> <initials>**

Below are some examples of comments

1. HH Comments

These comments are for any special
circumstances that could use an
explanation such as:
5/11/17 POA for Mickey Mouse
attached to application. It states
that Goofy is POA. MRH

Comments appear on printed
application and should be deleted
every intake unless relevant.

1727 characters left (spaces count)

These comments are located on the HH View Screen.
They are for any special circumstances that could use an explanation.
They should be deleted every intake unless relevant.
Comments will appear on printed application.

These comments are located in the Client View Screen. Comments will not appear on printed application.

2.

Name: DAISY LE DUCK	**SSN/SYS ID#** SDAISY010181
DOB: 01-01-1981	**Age:** 37
SSN Verification: EXCEPTION	**Adult ID Verified?** YES
Client Email: EnterEmailHere@email.com	

Comments:

07/27/18 LP18 meets exception criteria - applied for social security card BNA

3. Client Vendor Edit

Version 4.0.0

Vendor Information (Fields marked with * are required.)

Client: MICKEY MOUSE ∨ *
Name on Acct: MICKEY MOUSE ✕ * (may/may not be same as Client)
Account #: 123456-123456
Vendor/Heat Type: EWEB / Electric

Verification

Intake-Worker: MRH　　　**Date:** 05-12-2017 (mm-dd-yyyy)　　　**Type:** Saw Bill ∨

Comments

07/26/18 LP18 **Confirmed Client and name on account are the same person.
Keep this comment for current program year** BNA

All other verification comments will now go in Payment Screen

4. Income & Employer Edit

Income (Fields marked with * are required.)

Source: [   ]

Type: [WAGES ▼]*

Amount: [1000]* Frequency [Monthly ▼]*

Verified How: [Check Pay Stub ▼]* Verified By: [MRH]* Verified Date: [05-12-2017 ▦](mm-dd-yyyy)*

Income received in past 30 days? ☐ Don't use this record when creating Energy Module Payments? ☐

Comments | **These comments are now located in the Payment screen.**
Use when needing to verify information.

1858 characters left (spaces count)

[NONE - ZERO INCOME STATEMENT ▼]
```
5/12/2017 DHI attached to
application. MRH
```
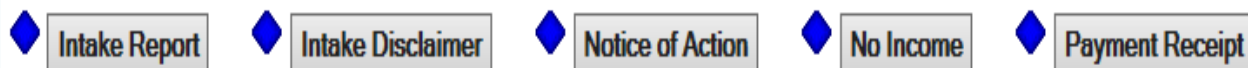
Comment needs to be added here when using a DHI. Comments will appear on printed application.

5. Payment View

APC: LCHSD-LP17-LAN-LIHEAP 16-17   [Edit Payment]

PAYMENT REPORTS

◆ [Intake Report] ◆ [Intake Disclaimer] ◆ [Notice of Action] ◆ [No Income] ◆ [Payment Receipt]

Note: Click on the blue diamond to view the report definitions.

Comments on Payment

07/25/18 All comments will go in this screen. This includes vendor verification comments, income verification comments, HOLDS and DENIES. Do not add extra lines. Keep comments brief and to the point. For MAILOUTS, all of these comments MUST BE WRITTEN on the back of the voucher. Please see comment quick guide for examples of appropriate comments. BNA

Payment Details (by Vendor)

EWEB	Pending 05-12-2017	Batched	Check#
Agency Paid	Authorized	Batch #	Check Date