

FUEL PAYMENTS

Updated: 8/29/19

LIHEAP Manual Description

For those households where a Standard payment will not cover the minimum delivery requirements, (**oil, propane wood, pellets**) a Fuel payment may be issued for up to \$650. This payment is an alternative to a Regular payment, and should only be used when circumstances require. Households who receive a Fuel payment are still eligible for a Crisis Payment.

- Fuel Payments cannot be split between vendors.
- Fuel Payments require a comment.

Wood

A standard wood payment is \$350.

Wood vendors typically charge a delivery fee in addition to the cost of the wood.

If a household is using a wood vendor that charges a delivery fee, use a Bulk Fuel payment instead of a Wood Payment. A Bulk Fuel payment allows you to make a bigger payment that includes the delivery fee.

For example, if a LIHEAP applicant is applying their LIHEAP payment to wood, and wood vendor they have selected will charge a \$50 delivery fee, use a Bulk Fuel payment of \$400 instead of a Wood payment for \$350.

Wood payment scenario

\$350 Wood

-\$50 Delivery Fee

\$300 Wood

Bulk Fuel Scenario

\$350 Wood

\$50 Delivery Fee

\$350 Wood

COMMENT: 11/15/17 Used Fuel payment because wood vendor charges \$50 delivery fee. MEB

Oil or Propane

Some households heat with Heating Oil or Liquid Gas (propane) which is delivered to their home.

Some Oil or Propane vendors have a minimum fuel delivery amount.

If an oil or propane vendor will not deliver the fuel because the size of the LIHEAP payment is less than the vendor's minimum delivery amount, the household should receive a Bulk Fuel payment instead.

For example, if a household qualifies for a \$250 Heating Oil payment, and the vendor won't make a delivery for less than \$350, use a Bulk Fuel payment and make it for \$350.

COMMENT: 11/15/17 Standard Heating Oil payment is \$250. Vendor won't deliver fuel for less than \$350. Bulk Fuel payment of \$350 to ensure delivery. MEB

If a delivery fee is charged in addition to the \$350 of fuel, make it a \$400 Fuel Payment

COMMENT: 11/15/17 Standard Heating Oil payment is \$250. Vendor won't deliver fuel for less than \$350. Also charges a \$50 delivery fee. Bulk Fuel payment of \$400 to ensure delivery. MEB

ENTERING FUEL PAYMENTS INTO OPUS

Payment Type: Fuel Min-1 Max-500 Auth #: C18370200

Vendor	Amount	Account Status	Primary	Name on Acct
				Acct #
EMERALD PUD	0.00 \$	CURRENT	YES	MICKEY MOUSE
				54321
R & D PROPANE	400.00 \$	See below for status options		MICKEY MOUSE
				MICKEY MOUSE
Direct Pay	0.00 \$	CURRENT		
Agency	0.00 \$	CURRENT		
Total	\$400.00			Balance \$100.00

Comments Fuel Payments **REQUIRE** a comment

11/15/17 Standard Heating Oil payment is \$250. Vendor won't deliver fuel for less than \$350. Also charges a \$50 delivery fee. Bulk Fuel payment of \$400 to ensure delivery. MEB

Total of standard payment plus additional amount charged

CHOOSING ACCOUNT STATUS FOR BULK FUEL VENDORS:

ONLY CHOOSE BULK FUEL (IF THEY HAVE FUEL) OR BULK FUEL OUT (IF THEY ARE OUT OF FUEL)

Payment Type: Standard Min-350 Max-350 Auth #: D123456

Vendor	Amount	Account Status	Primary	Name on Acct
				Acct #
AMERIGAS-SPRINGFIELD	350.00 \$	CURRENT		PUDDLES LE DUCK
				123456
Direct Pay	0.00 \$			
Agency	0.00 \$			
Total	\$350.00			\$50.00

Comments

WHEN USING OIL AND PROPANE, ONLY USE BULK FUEL (CURRENT ACCOUNT, HAS OIL/PROPANE) OR BULK FUEL OUT (PAST DUE, NO OIL/PROPANE)

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