P-2900 Fuel Program (Continued)

D. Desk Review

A desk review, formerly known as AUTOELIG, is run to determine benefit amounts reduced by the payment rate prior to the issuance of the first benefit.

If the payment rate changes after the first benefit is issued, another desk review will be run to determine benefits reduced by the payment rate for all eligible households scheduled to receive a later benefit.

E. Notification

All eligible households responsible for making payments for their heat directly to a fuel supplier, receive a notice at the time of payment (see 2907.1 for benefit schedule). Notices are generated in batch, via ACCESS, indicating the annual benefit amount issued on their behalf to their primary fuel or energy supplier and the periods covered.

Notices are printed and mailed from Montpelier.

All eligible households whose heat is included in their rent or who pay room rent, receive notification via an insert with the benefit check or on the check stub at the time of payment (see 2907.1 for benefit schedule).

Ineligible households receive denial notices as their applications are processed. These notices print overnight on a printer in the fuel office and are mailed daily.

File copies of notices are not printed, but can be seen through the PATH Intranet page, using Internet Explorer.

F. Benefit Delivery

At the time of payment (see 2907.1 for benefit schedule) ACCESS-generated lists are sent to the fuel or energy suppliers providing the names of their eligible customers, the amount of each line of credit, and the period covered. When the head of household's name is not the name on the account, both names appear on the list. Funds are transferred electronically (EFT) to the fuel suppliers' bank accounts.

Households whose heat is included in their rent or who pay room rent, receive their benefits in the form of a single-endorsee check made payable to the head of household (see 2907.1 for benefit schedule).