STATE OF VERMONT
AGENCY OF HUMAN SERVICES

P A T H

Department of Prevention, Assistance, Transition, and Health Access

B U L L E T I N NO.: 03-13

FROM: John Michael Hall, Commissioner
for the Secretary

DATE: November 19, 2003

SUBJECT: Fuel Program Procedures

CHANGES ADOPTED EFFECTIVE: 11/01/03

INSTRUCTIONS

_X_ Maintain Manual - See instructions below.

____ Proposed Regulation - Retain bulletin and attachments until you receive Manual Maintenance Bulletin: _____

___ Information or Instructions - Retain until_____

MANUAL REFERENCE(S)

P-2900
P-2905
P-2910

This bulletin replaces fuel program procedures and crisis fuel program procedures in their entirety. Procedures for both programs have been updated to reflect procedures in practice since 1997 as a result of changes in fuel program rules.

- The Fuel Program no longer supports AUTOAPP. P-2900 B2 a. has been replaced with procedures for prior year applicants.
- Exceptions to the application period no longer apply. P-2900 B3 has been eliminated.
- The return postcard was developed in 1999 as a mechanism to notify applicants that their applications were received by the Office of Home Heating Fuel Assistance. Data entry, the return postcard, and application processing enhancements are detailed in P-2900 C.
- Fuel rules allow the Office of Home Heating Fuel Assistance to expedite a fuel benefit for a crisis fuel applicant to address a primary heat crisis. P-2900 K Expedited Fuel Application Process has been added to procedures.
- The tables of allowable income maximums and percentages of poverty based on household size for households applying for fuel assistance have been updated at P-2905 A and B.
- At P-2905 D, the tables reflect an increase in the deductions for meals and snacks as a business expense and changes in the allowances for room and board.
- P-2905 F, Fuel Consumption Proxy Tables, no longer apply and have been eliminated.

- Crisis fuel assistance procedures at P-2910 have been updated with an increase in allowable income maximums based on 150% of the 2003 Poverty Guidelines issued by the Department of Health and Human Services.
- Procedures for processing requests for expedited fuel benefits for eligible crisis beneficiaries are detailed in P-2910 C.

Manual Maintenance

Fuel Procedures

Remove	Insert	
TOC P.1 & P.2 (P-2900) (2 pages)	TOC P.1 & P.2 (P-2900) (2 pages)	(03-13)
P-2900 A – J (13 pages)	P-2900 A – K3 (12 pages)	(03-13)
P-2905 A – E (5 Pages)	P-2905 A – E (5 pages)	(03-13)
P-2910 A – B (1 page)	P-2910 A – C3 (4 pages)	(03-13)