

11/01/06

Bulletin No. 06-40

P-2900 K2

2900 Fuel ProgramK. Expedited Seasonal Fuel Application Procedures (Continued)2. Eligibility Determination and Data Entry

The OHHFA **only** accepts faxed requests to expedite processing and payment of fuel benefits from Community Action Agencies, and **only** for primary heating fuel.

The Community Action Program (CAP) crisis or outreach worker is required to first determine if the applicant is eligible for crisis fuel assistance. The CAP worker then sends a faxed request (with all supporting documentation) to OHHFA for expedited, using the form supplied by OHHFA.

- If a new fuel application accompanies the faxed request, it must be entered into ACCESS using APPL/C or E. Eligibility is processed
- If the fuel application is currently pending, it is pulled from pending files (date order) and eligibility is processed.
- If the application is active (eligible for a benefit but not yet paid), it is pulled from central filing and reviewed for ongoing eligibility and/or reported changes.
- If the application has been denied during the current season, the crisis fuel worker will fax a **newly completed application** with the request for expedited. Fuel workers will not reprocess an application that has been denied – a new application must be submitted. There are no exceptions.

a. Granted Expedited

If the applicant is eligible for fuel assistance, the worker approves eligibility in ACCESS and sets the “Expedited?” flag on the Eligibility Screen to “Y”. ACCESS generates an electronic funds transfer transaction and prints a mock payment warrant as verification that the approval was accepted.

The worker completes an ESD 220EX, Notice of Expedited Seasonal Fuel Assistance Benefit, and faxes it to the CAP worker who initiated the request.

The worker enters the expedited request in ACCESS under APPL/C (crisis fuel ?APPL DATE) and the eligibility determination data in ACCESS under ELIG/C/EX. Required data fields must all be completed before the data entry may be approved (Command: APP).

The expedited fax request, application, supporting documentation, original ESD 220EX, and mock payment warrant are presented to the Family Services Supervisor for payment issuance.

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P-2900 K3

2900 Fuel ProgramK. Expedited Seasonal Fuel Application Procedures2. Eligibility Determination and Data Entry (Continued)b. Denied Expedited

If the applicant is not eligible for fuel assistance, the worker will approve the denial immediately. ACCESS will generate a denial notice to be sent directly to the applicant by mail.

If incomplete or conflicting information exists and requires verification, the request for expedited will be denied. Any questionable information, pursuant to 2905, requires verification. The application will, however, remain pending while verification is sought.

When eligibility for expedited benefits is denied, the worker will complete the Notice of Denial for Expedited Fuel Assistance form and fax it to the CAP worker.

The worker enters the expedited request in ACCESS under APPL/C (crisis fuel ?APPL DATE) and the eligibility determination data in ACCESS under ELIG/C/EX. Required data fields must all be completed before the data entry may be approved (Command: APP).

The expedited fax request and Notice of Denial for Expedited Seasonal Fuel Assistance form are presented to the Family Services Supervisor for statistical recording purposes.

3. Payment of Benefit

The Family Services Supervisor is responsible for issuing expedited benefits to the fuel supplier for primary heating fuel or energy within ten business days of the request.

One work day each week, by 2:00 pm, the Supervisor sends an email to SCHED requesting Fuel Job PASSS161A SF DAILY VENDORWRITE & PAS6966Q LABELS to be run. A copy of this email is sent to EBT Unit as a courtesy. A payment warrant is system generated overnight and delivered to DCF Business Office Accounting Division the following morning. After banking transactions have been confirmed by Administrative Accounting, the individual payment warrants for each transaction go to the OHHFA for dissemination to the fuel suppliers by mail. Each warrant is accompanied by a cover letter to the fuel supplier prepared and signed by the Supervisor.

Funds are deposited in the bank accounts of the fuel suppliers within three business days of the electronic funds transfer date.