

Program: HEAP Fuel Assistance	MHPN # 2023-HEAP-009
Action: Program Guidance Clarification	Effective Date: 8/9/2023
Issued by: MaineHousing, Energy and Housing Services	Expired Date:

This MaineHousing Notice is being issued to provide clarification regarding uploading the Application Update Form

1. Uploading the Application Update Form to the correct program year

HEAP Handbook Sections 30: Application Changes, 31: Change of Vendor (Benefit Return), and 32: Change of Address or Change of Product provide detailed guidance regarding the steps necessary to complete these types of changes.

This notice is to clarify that when an **Application Update Form** is completed, it must be uploaded to the correct/applicable Program Year Application document section.

For example: There is a pending PY2024 Application, but there are changes that are to be made to the previous PY2023 Application. The **Application Update Form**, must be uploaded to the PY2023 Application document section (“HEAP Application Update Form”) since the changes being made are effecting the PY2023 Application.

2. Notice Contact

Troy Fullmer, Manager of HEAP ▪ liheap@mainehousing.org

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*Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330,
Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*

