

How to Rescind an ECIP Credit Notification

In some situations, a Credit Notification that has already been generated in the System of Record must be rescinded.

To rescind a Credit Notification Benefit History section:

Go to the corresponding Credit Notification.

Select 'Rescind'.

Application Instances: ECIPSampleSr MH

VALIDATION: VALID Online App Survey 5 Files Attached Live Support Online Help

Benefit History

Application Information

Primary Applicant:	ECIPSampleSr MH	Physical Address:	555 Test St, Augusta, ME 04330
Application Type:	LIHEAP - Standard	Mailing Address:	555 Test St, Augusta, ME 04330
Application Status:	Certified with Benefit	Application ID:	792425
Intake Type:	In Person Application	Application Date:	10/27/2024

Benefits Issued

Benefit Type	Benefit Date	Recipient	Benefit	Fuel	Rescinded	Invoiced	Outstanding	Paid	Status
Standard	10/27/2024	Dead River Co LLC-Hallowell	\$621.00	Kerosene	\$0.00	\$0.00	\$621.00	\$0.00	Payable

Totals | Benefit: \$621.00 Rescinded: \$0.00 Invoiced: \$0.00 Outstanding: \$621.00 Paid: \$0.00

Credit Notifications

Benefit Type	Fuel Type	Vendor	Approved Date	Balance	Action
ECIP - Fuel	Kerosene	Dead River Co LLC-Hallowell	10/27/2024	\$559.90	Payment Rescind Download

The Credit Notification Rescind screen will appear.

Select the 'Reason' for Rescinding the Credit Notification in the drop-down.

Agency: MSHA

Credit Notification Rescind

Reason: ▼

Notes:

Do Not Pay
Change Vendor
Manual Adjustment

[Save](#) [Cancel](#)

Applicant: ECIPSampleSr MH
Application Type: LIHEAP - Standard
Application Status: Certified with Benefit
Intake Type: In Person Application
Application Date: 10/27/2024

Enter applicable 'Notes'.

'Save'.

Credit Notification Rescind ×

Reason: Change Vendor ▼

Notes Martha at Dead River Co LLC-Hallowell called stating their driver went off the road. Not able to complete this ECIP.

Save
Cancel

On the Benefit History screen the ECIP amount will recalculate to \$0.00.

To view the Reason (inside the Notes field) and the Notes for why the Credit Notification was rescinded:

Click the Plus (+) sign.

Credit Notifications

	Benefit Type	Fuel Type	Vendor	Approved Date	Balance	Action
+	ECIP - Fuel	Kerosene	Dead River Co LLC-Hallowell	10/27/2024	\$0.00	Payment Rescind Download

Credit Notifications

	Benefit Type	Fuel Type	Vendor	Approved Date	Balance	Action
-	ECIP - Fuel	Kerosene	Dead River Co LLC-Hallowell	10/27/2024	\$0.00	Payment Rescind Download
	Delivered Amount(\$)	Number Units	Delivered Date	Notes Vendor Change Martha at Dead River Co LLC-Hallowell called stating their driver went off the road. Not able to complete this ECIP.		
	\$0.00	0	10/27/2024			

If the rescinded Credit Notification is to be reissued, refer to the 'How to create an ECIP Crisis Record' document.

If it is not a new Crisis event, the 18 or 48 hour timeframe to resolve the Crisis does **NOT** restart. CAA will need to manually adjust the Certified Date and Time on the new Credit Notification.