

Maine State Housing Authority (MaineHousing)
Home Energy Assistance Program (HEAP)
ECIP CREDIT NOTIFICATION (ECN)

ECN Number: _____

ECN Date: _____

Vendor: _____

Vendor Address: _____

Vendor Phone: _____

Customer: _____

Phone: _____

Name On Account: _____

Account #: _____

CAA Name: _____

CAA Address: _____

Authorized by: _____

CAA Phone: _____

CAA Email: _____

CAA Fax: _____

DELIVERY INSTRUCTIONS

INSTRUCTIONS: By accepting this ECN Vendor agrees to deliver a fuel delivery to the Customer identified above within the timeframe checked below. Delivery timeframe begins from the date and time ECIP has been certified.

☐

Life Threatening (18 Hours)

☐

Energy Crisis (48 Hours)

The approved type of fuel to be delivered is: _____

Units _____ Cash Price \$ _____

Delivery/Service Fees \$ _____

Available HEAP Balance \$ _____ Available TANF Balance \$ _____

Total ECIP amount: \$ _____

Other instructions:

Certified Date: _____ Certified Time: _____

Signatures required for *Other Fuel Types

Customer Signature

Date

Vendor

Date

VENDOR INSTRUCTIONS

Payment will be issued to the Vendor within ten (10) business days from Community Action Agency's (CAA) receipt and approval of the Vendor's ECIP documentation. Once the delivery has been made, submit the following to the CAA listed above:

1. **Oil, Kerosene, and/or Propane:** Provide a copy of the ECN and metered delivery ticket.

***Other Fuel Types (Wood, Wood Pellets, Coal, Corn, Bio-Bricks):** Provide a copy of the signed ECN by Vendor and Customer.

Utility Disconnects: Provide written confirmation with the Applicant's name, service address, name on the account (if different), account number, and the date and time utility service was restored or the disconnect order was removed from the Household's account.

2. If the total amount on the delivery ticket is greater than the ECN, the Vendor must notate dollar amounts to be covered by ECIP, HEAP and TANF Supplemental, and client or another party/organization. Sign and date notations.

Oil, Kerosene and/or Propane: If delivery ticket does not document all charges that were approved on the ECN (*example*, delivery fee, safety check, start-up fee), submit an invoice or spreadsheet with the customer's name, delivery address, date of delivery, type of fuel delivered, and the number of units, price per unit, fee type, fee amount, and total.