

Procedure Section: P2900, Seasonal Fuel Program Procedures (Seasonal Fuel Assistance Rule 2900)

Subsection: N/A

Procedure: P2900

Effective Date: 7/1/25

Bulletin: 25-16

Supersedes: New

Included Programs

Seasonal Fuel Assistance

The fuel program procedures are intended to assist ESD workers when accepting and processing applications for seasonal fuel assistance, and to assist ESD workers when issuing seasonal fuel benefits.

Nothing in these procedures is intended to expand or limit the rights of fuel assistance applicants and beneficiaries.

See Seasonal Fuel Assistance Rule 2900 for legal information about the fuel assistance program.

Revision History for P2900

1/7/2025

The new seasonal fuel procedures manual completely replaces the outdated procedures previously posted online, some of which were over 20 years old. The new manual not only updates old procedures but brings together various training materials, desk aids, and SOPs (standard operating procedures) into one organized and easy-to-read document that cross-references the new program rules adopted last year.

Among other things, the new manual provides detailed procedures for requesting

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verifications, performing manual benefit calculations, issuing benefits, and entering information into the ACCESS system. Income thresholds, federal poverty levels, and heating cost tables have also been updated for the 2025-26 heating season.