

Procedure Section: P2901, Forms and Notices

Subsection: N/A

Procedure:	P2901	Effective Date:	7/1/25
Bulletin:	25-16	Supersedes:	New

Included Programs

Fuel Assistance

The following forms and notices are used by the fuel assistance program:

- 148 – Fuel Supplier Certification Agreement: only for fuel suppliers/fuel team use
- 148SFDOR – Vermont Fuel Supplier Certification Discount off Retail (DOR) Pricing Agreement
- 148SFMOR – Vermont Fuel Supplier Certification Margin over Rack (MOR) Pricing Agreement
- 201SF – Vermont Fuel Assistance Eligibility Review: used to both complete applications for fuel only and for reviews
- 202 – Application for Assistance
- 202H – Shelter Expense Statement: mandatory *if* renter, heating with wood or pellets. Otherwise only if questionable.
- 202RL – Review Reminder Letter: Notifies customers of upcoming review
- 202RL2 – Verification Review Letter
- 202SFH – Verification of Caretaker/Companionship Services: excludes non-mandatory household members for purposes of caretaking/companionship
- 202SFP – Verification of Medically Necessary Services: excludes non-mandatory household member for purposes of medical care of another household member and must be signed by physician

- 202V – Verification Request
- 202VCR – Verification Change Request
- 203SF – Fuel Program Budget Worksheet: used to manually calculate fuel benefits
- 204AN – Account Name / Metered Service Verification: multi-purpose form used if the dealer is not certified and landlord does not allow changes to dealer and/or if landlord bills the client for heat, or if the fuel account is in someone else's
- 220 – Notice of Decision

See Seasonal Fuel Assistance Rule 2901 for definitions of common words and phrases used by the fuel assistance program.

Revision History for P2901

7/1/25

The new seasonal fuel procedures manual completely replaces the outdated procedures previously posted online, some of which were over 20 years old.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 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.