

Procedure Section: P2902, Certified Fuel or Energy Suppliers (Seasonal Fuel Assistance Rule 2902)

Subsection: N/A

Procedure: P2902

Effective Date: 7/1/25

Bulletin: 25-16

Supersedes: New

Included Programs

Seasonal Fuel Assistance

The names of fuel suppliers, who have a signed form ESD148 Fuel Supplier Certification Agreement, are available in the ACCESS vendor file (VEND/D). See P-2928C for instructions on finding a fuel dealer in ACCESS.

Every three years, new ESD148 forms are sent to all fuel and energy suppliers that serve customers in Vermont. The certification agreement is valid for three years. At the end of that time, a supplier will be sent a new certification agreement to sign. Suppliers must send a completed Form 148 and either a 148SFDOR (if the supplier has a discount-off-retail pricing agreement) or a 148SFMOR (if the supplier has a margin-over-rack pricing agreement).

An applicant must select a fuel provider from the certified fuel provider list.

See Seasonal Fuel Assistance Rule 2902 for fuel supplier certification requirements.

Revision History for P2902

7/1/2025

The new seasonal fuel procedures manual completely replaces the outdated procedures previously posted online, some of which were over 20 years old.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

**State of Vermont Agency of Human Services
Department for Children and Families
Economic Services Division**

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.