

Procedure Section: Procedure P2905, Application Procedures (Seasonal Fuel Assistance Rule 2905)

Subsection: N/A

Procedure:	P2905	Effective Date:	7/1/25
Bulletin:	25-16	Supersedes:	New

Included Programs

Seasonal Fuel Assistance

Fuel applications may be received year-round, and ESD usually pays fuel benefits once a year to eligible households. No interview is necessary to apply for fuel assistance. When an application includes a request for fuel assistance and other ESD benefits, the fuel application may be processed without the interview required for other programs and should not be delayed.

In ACCESS, always enter the application date as the date the application was received by ESD.

The last day of the heating season to apply for benefits is the last day of February. If ESD receives an application from an eligible household on or after March 1, the household will be paid benefits during the following payment cycle, which begins July (for wood/pellet issuance), and continues through the end of April of the following year.

In January or February each year, the Fuel and Utility Programs Team will provide a list of pending Fuel cases to the respective District Offices or another BPS for priority processing until all pending applications are processed.

Data Entry and Application Processing

All applications (forms 202 or 201SF) are scanned into OnBase through the ADPC.

Applications can be submitted through mail, the uploader, filled out online (202 only), or

dropped off at the district office.

Applications are entered in ACCESS and assigned by the ADPC to local district offices based on current ESD procedures (P-2110 General Application Procedures).

Pending Applications for other ESD Benefits

When the applicant has applied for assistance from another ESD program (Reach Up, 3SquaresVT, General Assistance (GA), or Essential Person (EP), and the eligibility determination is pending because ESD is waiting for some verification or documentation, then the fuel application can be processed if ESD has all the information needed by the fuel program, *unless* the applicant has applied for Reach Up or EP benefits. The Reach Up or EP benefit amount must be counted as unearned income when calculating fuel benefits.

Fuel applications can be processed if ESD has all the information that the fuel program requires, even if an interview is needed for another ESD program. This is because no interview is necessary to apply for fuel assistance.

Processing Codes

- Q (Questionable) – When fuel eligibility or verification is pending the VERIFIED field on FUEL/C is Q. (Q can be entered anytime during the year, not just during fuel season and will prevent a benefit from being issued.)
- V (Verified) – When the information or verification is received change the Q to V in the VERIFIED field on FUEL/C.

See Seasonal Fuel Assistance Rule 2905 for application requirements.

Revision History for P2904

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 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.

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

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.