

P-2906 REVIEWS

P-2906A Eligibility Reviews (Seasonal Fuel Assistance Rule 2906) (7/1/25, 25-16)

Reviews – Generally

- All active fuel cases must have a “contact” every 12 months, except those cases on 24-month or 36-month certifications.
 - For fuel-only eligibility reviews, use Form 201SF
 - For 3SquaresVT, RUFA, or EP eligibility reviews, use the Form 202
 - Fuel reviews are mailed as a “Six Week Reminder” just like 3SquaresVT
- Always align the review with the RUFA, EP and 3Squares (in that order).
 - The ONLY time fuel can be 24 months or 36 months is when the client is active and eligible for a 3SquaresVT 24-month certification or 3SquaresVT in a SNAP! (3SNP).
- When re-applying Supplemental Fuel, always double check the review date to make sure that it is lined up, if not, update it with ELIG C SF-REV.

Returned Forms

- If the review form (201SF or 202) is not returned before the first day of the month of review, the case is automatically set to close in ACCESS on the “adverse action approval deadline,” which is about ten days before the last day of the month of review. This deadline varies a little each month to ensure ten-day closure notices are timely sent.
- If the review form is returned before the first day of the month of review:
 - If the review form is completed, and no additional information or verification is needed, process the application, and a new certification period is issued.
 - If an incomplete form is returned and more information (or verification) is needed, then send a Form 202RL2 – Verification Review Letter to the client. (See P-2908B for when and how to verify information.) Timely applications will not be automatically closed while ESD is waiting for necessary verifications. See “Verification Required” to

- If a review form is received on or after the first day of the month of review:
 - If possible, and if no verification is needed, try to process the late form as a timely application for the month of review.
 - If the form comes too late for staff to timely process it, or if the late form needs verification, the late form must be processed like a new application for seasonal fuel benefits. The new application date is the date that the late form was received. Use P-2908B for when verification is needed.

Verification Required

Process for when verification is needed to complete the processing of a *timely* review form (201SF or 202):

- When the client provides timely information as requested, the BPS must update the appropriate STAT panels in ACCESS, process fuel eligibility, and write CATN. A new certification period will be issued.
- If a Verification Review Letter is sent after ESD receives a timely review form, and the client does not provide the information within the specified time frame, the case will be automatically set to close in ACCESS on the “adverse action approval deadline.”
- If ESD receives a late verification, after the case is closed, but within 30 days of the date ESD received the form, then ESD must reopen the case using an application date of the first day of the following month, meaning the month after the case is closed.
- If ESD receives a late verification more than 30 days after the date the application is received, the client must reapply for fuel assistance.

Extended Certification Period (ECP)

- ECP Fuel allows some households that are on 3SNP to also have a 36-month certification period if all members of the fuel household are aged or disabled and have no earned income.
- Fuel households may have different members than 3SNP households, so not all 3SNP households are eligible for ECP.
- These cases will not have to review their fuel benefits for three years.
- Verification for ECP fuel is the same as for other fuel households.

See Seasonal Fuel Assistance Rule 2906 for more information about eligibility reviews.