

P-2908 REQUESTS FOR ADDITIONAL INFORMATION OR VERIFICATION (Seasonal Fuel Assistance Rule 2908)

P-2908A Mandatory Verifications (10/10/25, 25-24)

Information that Must Always Be Verified

- Self-Employment Income: Federal Taxes, including all forms and schedules, should be requested and used.
 - If taxes are unavailable or not reflective, use the 204B, 204R, etc. These forms must be supported with some other verification such as quick books, receipts, etc.
 - Self-declared income is not acceptable.
- Citizenship Status: Immigration documents must be requested & SAVES run.
 - Eligible non-citizens include: Parolees, Refugees, Asylees, Cuban/Haitian Entrants, Lawful Permanent Residents, Conditional Entrant, Iraqi & Afghan Special Immigrants, Victims of Trafficking, Immigrant with withheld deportation and Battered non-citizens.
 - There is no five-year waiting period for fuel assistance.
- ID: Identification if not known to ACCESS for head of household and any authorized representative.
- Anything Questionable: You may request further information on anything you deem questionable, however you must CATN why you find the information questionable.

Use Relevant Forms for Verification

- 202H – Shelter Expense Statement: mandatory *IF* household rents and claims heat wood or pellets. Otherwise only use this form if the information provided is questionable.
- 204AN – Account Name / Metered Service Verification: This is a mandatory form for the following situations:
 - FOR RENTERS ONLY: If the dealer is not certified and landlord does not allow changes to dealer. The landlord must sign the form stating that they will not change their dealer and why. Once received these cases should be sent to the Fuel team for review.

- If the landlord bills the client for heat, or if the Fuel Account is in someone else's name. The landlord must sign off stating that they added the tenants name to the fuel account.
- 202SFH – Verification of Caretaker/Companionship Services: form used to verify Caretaker/Companionship in order to exclude a non-mandatory household member. This form is ONLY used to exclude a companion for the head of household (HOH) or his/her spouse or civil union partner, if either are elderly or disabled.
 - This form is only required once for the specific caretaker as long as the case stays active.
 - If the case closes, a new form is required if the household reapplies for fuel benefits.
- 202SFP – Verification of Medically Necessary Services: form used to verify a medically necessary caretaker in order to exclude that non-mandatory household member. This form can be used to exclude a medically necessary caregiver for ANY household member who is elderly or disabled.
 - This form is only required once for the specific caretaker as long as the case stays active.
 - If the case closes, a new form is required if the household reapplies for fuel benefits.

Documentation and Fuel

Make sure to CATN any actions taken and any decisions made.