

P-2926 NOTIFICATIONS (Seasonal Fuel Assistance Rule 2926) (7/1/25, 25-16)

If an application is approved, a notice of decision is generated with the pertinent fuel information. This notice is sent to the client for review to make sure the factors used are correct. Notices that list the actual benefit amount are sent out when the benefit is issued.

ESD must send a notice to all eligible households when the Department issues payments, either to the household or to their fuel suppliers. ESD must send these notices according to the benefit schedule in rule 2918. All notices are generated in batch, via ACCESS, indicating the annual benefit amount, the period that the benefit covers, and whether payment is made to the household or the fuel supplier.

Ineligible households receive denial notices as their applications are processed. These notices print overnight on a printer in the district office and are mailed daily. File copies of notices are not printed and do not appear in OnBase, but denial notices can be seen through the notice system.

See Seasonal Fuel Assistance Rule 2926 for appeal rights which must appear in each notice.