

## P-2927 ACCESS PANELS (7/1/25, 25-16)

### P-2927A Common Panels

The most important ACCESS panels for fuel are the member (MEMB) panels, income panels, and Utility (UTIL) panel. If those are coded correctly, the benefit should always be correct. Make sure to add account numbers for fuel supplier and electric utility.

Make sure  
ALL  
information  
on the  
utility panel  
is accurate  
as this  
information  
drives the  
benefit.

```
10/20/22 10:28 MAJOR UTILITY EXP Question 32 ( UTIL . 01 )
( Last Updated: / / : | ASQAGH2
Name of Person Utility Uses Paid For (Y-N)
Paying for Fuel or Utilities Heating Hot Water Cooking Lights A/C
HRIS GA Y Y Y Y Y

***** SEASONAL FUEL *****
Fuel Type Housing Number Subsidized/
Primary Type Bedrooms Public Vendor to be Paid
K 2 3 N 11005281010
FRED'S PLUMBING HEATING INC
ANGEL GRAVES
328 MAIN ST
DERBY VT
05829 Tel: 802-766-4949

***** ELECTRICITY ACCOUNT INFO *****
Name on Elec Bill: CHRIS GA Electricity Provider/Compan
acct Nbr on Elec Bill: 33166869 11000931010
GREEN MOUNTAIN POWER CORP
```

### Member Panel

SF member codes are the most important for fuel. All members must either have an "X" under "assistance asked" and a SF Code "1" OR no "X" and the applicable Excluded member code (3-8). See P-2903 for household member ACCESS codes.

```
09/17/15 08:40 HOUSEHOLD MEMBER QUESTION 01 ( MEMB . 01 )
(LAST UPDATED: / / : | ASPADA )

** FIRST ** I **** LAST ***** MOD RU ME FS EP SF PS N MO DA YEAR *** SSN *** S
HOMER J SIMPSON X X X 01 01 1976 009 84 5613

*PROGRAM CASE MEMBER* *CITIZEN*
*** RELATION *** REL RUFA ME FS SF PSE US CTZ ID VET SEX MS GRD ETH RACE
SELF 01 1 1 1 Y M M 12 N W

RUFA REACH UP WORK FS REGISTRATION * IMMIGRANT STATUS DATA *
DEDUCT CODE CAT PART SSU/DET EXP CODE EFF DATE CODE / NBR STATUS
05 07 09 17 2015

WORK READY CODE RUFA TYPE WRK QTRS ENTRY DATE
```

## Rent

Utility answers and subsidized housing answers must match the UTIL panel in order to process. (An edit will appear if they do not.)

```
08/28/15 15:27 RENTAL EXPENSE QUESTION 31 ( RENT . 01 )
(LAST UPDATED: 08/28/15 15:27 | ASPAGF )

NAME OF PERSON WHO PAYS THE RENT INCL IN RENT RENT AMT MONTHLY
CLIENT L LASTNAME FUEL UTIL FREQ $$$$ ¢¢ $$$$ ¢¢
Y Y M 750 00 750 00

**** SUBSIDIZED/PUBLIC HOUSING **** (COMPLETE BELOW IF DIFFERENT)
Y/N TYPE BDRMS RUFA SUBSIDY FS / SF FS / SF FS / SF
Y S STD ACT HH USED INKIND RENT AMT MONTHLY
00070 FREQ $$$$ ¢¢ $$$$ ¢¢

***** R V P D A T A *****
RVP CODE: RENT AMT: $ 00000 00 ARREARAGE
```

## Utility Panel

The utility panel must be completed in full as it drives the fuel benefit calculation. Accuracy Is Imperative! There should only ever be ONE UTIL panel per case. Confirm the correct location for the dealer.

- If heat and electricity are included in the rent, put an N under lights and heat and no-account number is needed.
- ESD collects the electricity account information for federal reporting purposes. It has no impact on eligibility determination for any program, but it is still important to collect.
- If heat is included in the rent or room rent, then the fuel vendor and electricity account information fields *should be left blank*.
- There should never be a UTIL panel and RBEX panel in the same case.

```
10/20/22 10:28 HEATING FUEL TYPE ASODGHNC Fuel Housing Type ASODGHYJ IL . 01 )
C = Coal / / : | ASQAGH2
E = Electricity
G = Gas (Propane)
K = Kerosene
N = Natural Gas
O = Oil
P = Pellets
W = Wood

Name of Person
Paying for Fuel
CHRIS GA

1 = Single family home
2 = Mobile home
3 = Multi-family home

***** PERSONAL FUEL *****
Fuel Type Housing Number Subsidized/ Vendor to be Paid
Primary Type Bedrooms Public 11005281010
K 2 3 N FRED'S PLUMBING HEATING INC
ANGEL GRAVES
328 MAIN ST
DERBY VT
05829 Tel: 802-766-4949

***** ELECTRICITY ACCOUNT INFO *****
Name on Elec Bill: CHRIS GA Electricity Provider/Compan
Acct Nbr on Elec Bill: 33166869 11000931010
GREEN MOUNTAIN POWER CORP
```

## Eligibility Screens

ALWAYS check your budget and ELIG screens in *all* available months. If the case is ineligible for one month, the household may be eligible in the following month. Unlike 3SquaresVT, you must reappl for the 1st of the following month if prompted. If you see the message shown below make sure to reapply for the first of the month following.

- This is **ONLY** for cases that become eligible in the following month. Ex: ineligible in May and eligible in June. It does not apply to applications who become ineligible.

|                                                             |                                       |             |
|-------------------------------------------------------------|---------------------------------------|-------------|
| 89595                                                       | Supplemental Fuel Eligibility Results | ASQ6VA1A    |
| Reporting Period: 10-22                                     | Processed: 10 20 2022 10:31           | Ver: 1 of 1 |
| SF Eligibility Result: Ineligible                           | Method: Computed                      |             |
| Gross Earned Income: +\$                                    | Season Percentage:                    |             |
|                                                             | Pay for Heat:                         | Y           |
| RUFA, EP Benefit: +\$                                       | Main Fuel Type:                       | Kerosene    |
| Other Unearned Income: +\$ 5000.00                          | Number of Bedrooms:                   | 3           |
|                                                             | Type of Housing:                      | Mobile      |
|                                                             | Subsidized Housing:                   | N           |
| Household Size: 1                                           | Benefit Group:                        |             |
| GROSS Fuel Income: =\$ 5000.00                              | Pay Method:                           |             |
| Action Required                                             |                                       |             |
| Approval of Denial however next months results are eligible |                                       |             |
| Approve denial, then reenter appl date as 1st of next month |                                       |             |
| Approval Code: ? By:                                        |                                       |             |

## Order of Approval (Check all available months)

When approving or reapproving a case with multiple active programs, always try to approve them in this order: RUFA/EP, SF, & FS (3SquaresVT).

## Edits/Dailies (Check all available months)

- Always check your edits and that the STAT panel has the V for verified under SF prior to approving.
- Edits will appear for many different reasons, and issue must be resolved ASAP because edits on daily will prevent payment from being issued until the issue is resolved.