

P-2927 ACCESS PANELS (continued)

P-2927B Shelter Information (7/1/25, 25-16)

Types of Housing

All housing must meet the definition of a living unit under Rule 2901(a)(12). There are three housing codes in the UTIL panel.

1 = Single Family Home (including modular homes)

2 = Mobile Home a.k.a. Manufactured Home (single or double wide)

3 = Multi-Family Home (such as duplex, apartment, condo, townhouse)

Form 202H – Shelter Expense Statement

This form is REQUIRED for applicants who rent and heat with wood/pellets.

Form 204AN – Account Name/Metered Service Verification

The 204AN is a multi-purpose form to capture specific information when the landlord bills the tenant for heat. The 204AN should accompany a 202V request for verification.

When Landlord Bills Tenant for Heat

- Seasonal Fuel Assistance benefits are paid directly to the fuel supplier, and benefits are issued in the name of the head of household. Use Form 204AN to identify the name on the fuel account when it is someone other than the head of household.
- Enter the name of the account holder on the UTIL panel. This gets transmitted to the supplier at benefit issuance, so they know what account to apply the funds to.
- If a landlord bills the tenant for heat, the fuel supplier needs to know what account to apply the funds to. Therefore, the landlord must complete the 204AN form so the tenant's name can be added to the account at the fuel supplier.
- If the 204AN form is not returned, the application must be denied for failure to provide verification. Except if the landlord checks "yes" on the form, but does not initial it or refuses to add tenant's name to the account, do NOT deny the fuel application. Instead, enter info on UTIL panel same as above.

When Landlord Uses Uncertified Fuel Supplier

- Because some fuel benefits for some renters are paid to CAPSTONE, Form 204AN is also used to identify a renter whose landlord uses a fuel supplier that is not certified with the Fuel Program and who is unwilling/unable to change suppliers.
- When the supplier is not certified, leave the UTIL panel vendor section as “?” and email the form to the Fuel and Utility Programs Team for review:
ahs.dcfesdfuelmgmt@vermont.gov.
- In these situations, the form *must be reviewed by the Fuel Team*. If approved, the fuel team will enter Capstone as the vendor and respond with further instruction for processing eligibility. Only the Fuel Team may enter CAPSTONE as the supplier.