

P-3107 VERIFICATION (Crisis Fuel Assistance Rule 3107)

P-3107A Verifying Certain Information (10/10/25, 25-24)

Information that Must Always Be Verified

- All Income in the Past 30 Days:
 - Proof of income includes paycheck stubs, account statements, quick books, receipts, etc.
 - Self-declared income is not acceptable.
 - No verification is needed if income has been verified in the last 30 days and nothing has changed.
- 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.
 - Unlike other ESD benefits programs, qualified immigrants do not have to wait five years before applying for fuel assistance.
- ID: Identification if not known to DCF-ESD for head of household and any authorized representative.
- Medical Documentation: if there is a life-threatening home heating crisis.
- Anything Questionable: You may request further information on anything you deem questionable, however you must note why you find the information questionable.

Landlord Verification

For applicants residing in multi-living unit buildings and requesting assistance to avert a shut-off of electric service for the operation of a heating system (e.g., furnace) that is not located within the living unit, verification is needed, *even if the cost of heat is included in the rent.*

Procedure

With the applicant's permission, the worker may get verbal verification from the landlord, the property manager, or the electric company, verifying that a shut off of electricity will shut off heat to the applicant's living unit. The worker should note all information from the conversation on Form 204VEF and place it in the client's file. Verbal verification from the applicant is **not** acceptable.

If the worker can't get verbal verification from the landlord, the property manager, or the electric company, then the landlord must complete Form 204VEF within five business days of assistance being granted. Failure of the client to submit the completed form will prevent all future crisis fuel assistance and may result in the Department's recoupment of the original grant.

See Crisis Fuel Assistance Rule 3107 for verifications requirements.