

## **P-3108 BENEFITS (continued)**

### **P-3108B Client's Dealer of Record (7/1/25, 25-14)**

The Dealer of Record is the certified fuel supplier identified in the household's ACCESS information on the Utility Panel. If no fuel supplier is identified in ACCESS, then no dealer of record exists, and this procedure does not apply.

The client's dealer of record should always be used to make a Crisis Fuel grant delivery. When the crisis fuel worker, *in consultation with the client*, determines that another dealer should be used, the crisis fuel worker **MUST** document the details of that decision. The crisis fuel worker *must* document the following information in the client's crisis fuel file maintained by the CAP:

- the reason another dealer was used, and
- discussions with the following people:
  - client,
  - the dealer of record, and
  - the other dealer(s) involved.

**NOTE:** under the new tank rules, utilizing a dealer other than the Dealer of Record will result in a mandatory tank inspection. This could delay benefits because not all delivery drivers are able to inspect tanks. Benefits could also be delayed if the fuel dealer red tags the tank, resulting in the inability to have fuel delivered.