

2008-09 HOME ENERGY ASSISTANCE PROGRAM

EARLY MAIL OUT PROCESSING PLAN

NOTE: OTDA is mandating that all districts process cases during the early mail out period, starting with the 2008-09 HEAP season. To receive your additional HEAP administration allocation, your plan must be submitted by no later than July 15, 2008. Failure to submit a plan does not relieve your district from its obligation to process cases during the early mail out period.

District:

Contact Name:

Contact Number and E-Mail:

Activities:

Applications received during the early mail out will be processed by:

___DSS, please check the applicable group(s):

___under age 60 (with children under 6) ___over age 60/disabled

___OFA, please check the applicable group(s):

___under age 60 (with children under 6) ___over age 60/disabled

___other _____, please check the applicable group(s):

___under age 60 (with children under 6) ___over age 60/disabled

If an alternate certifier will participate in processing cases during the early mail out period, a copy of the contract must also be submitted.

Will additional staff be hired during early processing?

DSS **yes, please describe number of staff and hiring dates**

no, will use existing staff

OFA **yes, please describe number of staff and hiring dates:**

no, will use existing staff

Other certifier:

yes, please describe number of staff and hiring dates:

no, will use existing staff

Submitted by _____

Title _____

Phone and e-mail _____

Date of submission _____