

2010-11 HOME ENERGY ASSISTANCE PROGRAM

REQUEST FOR EARLY OUTREACH ADMINISTRATIVE FUNDS

By submitting this request, _____ County agrees to begin processing of applications by September 13, 2010 and ensures that a minimum of 50% of the applications received during this period will have payments authorized on WMS on or before November 1, 2010.

NOTE: All districts are required to process cases during the early mail-out period. In order to receive your additional HEAP administration allocation, your plan must be submitted by no later than August 31, 2010. 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

Will an alternate certifier participate in processing cases during the early mail-out period? Yes No. A copy of the contract must also be submitted.

Name of certifier:

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

Other expenditures:

Purchases of supplies (please itemize)

Purchases of equipment (please itemize)

Submitted by:

Title:

Phone and e-mail:

Date of submission:

OTDA Use Only

Plan accepted **Date**

Plan rejected **Reasons**