

**Operation Fuel  
Program Guidelines  
2009-2010**

Operation Fuel will be administering two programs during the 2009/2010 heating season.

**MISSION PROGRAM:**

**Program Funding Source**

- State of Connecticut

**Energy Source Covered**

- Primary heat or non-heat.

**Program Dates**

- The program will run between January 4, 2010 and June 30, 2010.
- Can include heating bills incurred after November 1, 2009
- Deliverable Fuels must be delivered by May 1, 2010.
- For utilities, the last day of the billing cycle must fall on or before May 1, 2010.
- Applications may be taken through June 30, 2010.

**Maximum Grant Amount**

- One time grant up to \$500.00.
- Grant awards will be in dollars.

**Program Requirements (in addition to income)**

- Must exhaust (or be denied) CEAP/CHAP benefits before applying for this program.
- Must provide explanation of household's crisis.

**Income Guidelines**

- Households living between 151% and 200% of the federal poverty guidelines.
- No Assets Test.

**Required Documentation**

- A completed Operation Fuel application signed by both the client \* and fuel bank director (or designee)
- \* The client is not required to sign Op Fuel application if he/she has currently signed a CEAP/CHAP application.
- Income information for all household members from the four week period prior to the date of the date of application.
- If household has no income, must submit Declaration of Zero Income form.
- Vendor Bill – Copy of utility bill or original deliverable fuel delivery slip & invoice if applicable.
- Refer to “Program Dates” section re: acceptable dates of vendor bills.

- Vendor Payment commitment letter, signed by fuel bank director or directors designee.
- Copy of CEAP/CHAP award or denial letter. (Heat only)

**Administrative Support Funding**

- \$20 per **approved and paid** client application

**EMERGENCY ASSISTANCE FUND:**

**Program Funding Source**

- Operation Fuel Charitable dollars.

**Energy Source Covered**

- Primary heat or non-heat.

**Program Dates**

- The program will run between January 4, 2010 and June 30, 2010.
- Can include heating bills incurred after December 1, 2009.
- Deliverable Fuels must be delivered by May 15, 2010.
- For utilities, the last day of the billing cycle must fall on or before May 1, 2010.
- Applications may be taken through June 30, 2010.

**Maximum Grant Amount**

- One time grant up to \$300.00.
- Grant awards will be in dollars.

**Program Requirements (in addition to income)**

- Must be a situation in which a client cannot be served through any other program in a time of crisis.
- Must provide explanation of household's crisis.
- Applications must be authorized by a designated Operation Fuel staff person: Nadia.

**Income Guidelines**

- Households living between zero income and 200% of the federal poverty guidelines.
- No Assets Test.

**Required Documentation**

- A completed Operation Fuel application signed by both the client \* and fuel bank director (or designee)
- \* The client is not required to sign Op Fuel application if he/she has currently signed a CEAP/CHAP application.
- Income information for all household members from the four week period prior to the date of the date of application.
- If household has no income, must submit Declaration of Zero Income form.

- Vendor Bill – Copy of utility bill or original deliverable fuel delivery slip & invoice if applicable.
- Refer to “Program Dates” section re: acceptable dates of vendor bills.
- Vendor Payment commitment letter, signed by fuel bank director or directors designee.

**Administrative Support Funding**

- \$20 per **approved and paid** client application