



**Operation Fuel, Inc.**

**WE'RE ALL PART OF THE OPERATION.**

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## **M E M O**

DATE: January 4, 2010  
TO: Operation Fuel Energy Bank Directors  
FROM: Patricia J. Wrice, Executive Director  
RE: RE 2009-10 Operation Fuel Regular Season

As you may already know the 2009-2010 regular season has started on January 4, 2010. Below are the funding and application guidelines for the Energy Assistance Program.

- Families with incomes that fall below 150% Federal Poverty Guidelines, qualify for Emergency Funds. **Please note:** due to pending administrative issues with our on-line database, guidelines for eligibility for Emergency Funds will be addressed on a case by case basis. Priority will be given to families with a 'Shut off notice'. Please feel free to call us to discuss this in detail.
- Mission Program starts on January 4<sup>th</sup> (151% to 200%). Families who fall under the Mission Program may apply for their primary heat or secondary energy.
- If a client is applying for their primary heat they must first apply for CEAP/CHAP and exhausted all their benefits unless: They are undocumented or over assets (clients do not need to have a denial letter from the energy assistance program).
- Fuel banks will still use the same FEDEX labels to mail out applications. Please call the FEDEX number 1-800- 463-3339 to order more envelopes or boxes.
- Fuel banks may still use the self-employment worksheet from CEAP/CHAP

### **ADDITIONAL DOCUMENTS**

Included with this letter are several additional documents that we hope you will find useful:

- Operation Fuel Vendor Payment Process
- Self Declaration of Zero Income

If you have any questions or concerns, please don't hesitate to contact us. Thank you for your support! We look forward to working with you again this season!

cc: Brenda Watson, Director of Community Programs