

Payment to Secondary Vendor Form
Iowa LIHEAP Program

Instead of applying the LIHEAP benefit to the primary vendor, secondary vendors may be paid when a household has a credit on their heating account that exceeds one (1) times the total of their primary heating bills for the previous year. See Section 11.00 of the *Iowa LIHEAP Policy and Procedures Manual* for more information.

Agency _____ Date _____

Contact Person _____ Phone _____

Customer Name _____ Phone _____

Address _____ City, Zip _____

Prior to applying the LIHEAP benefit to the secondary vendor:

- Agencies are expected to inquire about the reason for the large credit in order to rule out health and safety concerns (e.g., thermostat turned too low, bundling up with extra clothes and blankets). In addition, instead of realizing the bill is showing a credit, the client may think they owe the amount shown.
- Review and copy primary and secondary current and previous 12 month's bills (maintain in file). Ensure that payments have been appropriately applied on bills with both gas and electric bundled together.

Reason for payment to the secondary vendor:

Primary Heating Vendor _____

Fuel Source _____

Total of Previous 12 Months Bills \$ _____

Credit on Account \$ _____

Secondary Vendor _____

Fuel Source _____

Total of Previous 12 Months Bills \$ _____

Balance on Account \$ _____

I request that my energy assistance benefit be applied to my electric account instead of my heating account.

Customer Signature _____ Date _____
