

Topics in this issue

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Policies & Procedures

Last Year's Refund Deadline Approaching for EAP

Commerce is sending the following message to energy vendors by email and eHEAT message:

"All EAP refunds from last program year (EAP benefits provided from October 1, 2014 thru September 30, 2015 or FFY15 program year) must be returned to Commerce as soon as possible. Any FFY15 or older refunds received by Commerce

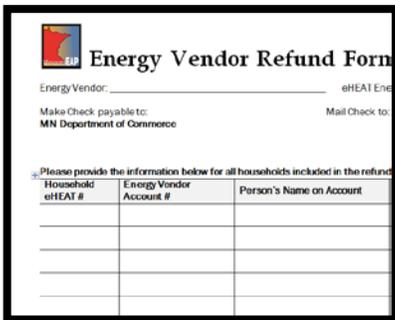
after December 15 can no longer be provided to the household for use with a new energy vendor. To best serve households, please review EAP household accounts that may have discontinued as a customer and return any unused EAP balance immediately. EAP funds should always be used before any other type of payments made to an energy account; consider this policy when calculating refunds.



Prior year program refunds cannot be entered into eHEAT. To refund prior program year benefits, please mail a check along with the attached form. Current FFY16 Program Year (EAP benefits provided after October 1, 2015) refunds should still be entered in eHEAT.

If you have any questions regarding these changes or the upcoming deadline, please contact your local EAP Service Provider."

New Energy Vendor Refund Form



Energy Vendor Refund Form

Energy Vendor: _____ eHEAT End: _____

Make Check payable to: MN Department of Commerce Mail Check to: _____

Please provide the information below for all households included in the refund:

Household eHEAT #	Energy Vendor Account #	Person's Name on Account

A new form (see email attachment) was created to assist energy vendors in providing household refund information when mailing a check. Some Service Providers had been using a local form and Commerce fiscal found it very helpful. The new form should be mailed by energy vendors along with their refund check (not necessary for eHEAT refunds). For big energy companies issuing a large number of refunds, they can continue to work with Commerce fiscal to submit those by spreadsheet.

The new form will be available on EAP Tools Summary webpage in the next few weeks.