

**DHS-355, PARTICIPATION AGREEMENT FOR MICHIGAN'S
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

Michigan Department of Health and Human Services
(Revised 10-21)

SECTION 1

Company Name

or Individual's Name

Federal ID Number

Social Security Number Date of Birth

Physical Address (required)

Payment Mailing Address
(if different from physical address)

City, State & Zip Code

City, State & Zip Code

SIGMA Vendor/Customer Code

SIGMA Address ID

Note: SIGMA Address ID and Vendor/Customer Code can be obtained through
SIGMA Vendor Self Service at www.michigan.gov/sigmavss or 888-734-9749.

SECTION 2

Indicate whether you are an energy supplier or a furnace contractor

Energy Supplier: type of fuel supplied (check all that apply)

LP/Propane Gas

Electricity

Fuel Oil

Natural Gas

Coal

Wood (including wood pellets)

Other (indicate type of fuel)

Furnace Contractor

Contractor's License # (required):

Note: Residential landlords and residential management companies are not considered energy suppliers and are not eligible to be enrolled as an energy supplier for the Michigan Low Income Home Energy Assistance Program (LIHEAP).

SECTION 3 – CONTACT INFORMATION

Print Name and Title of Contact Person

Phone Number

Email Address

The undersigned energy supplier, furnace contractor, or their representative, agree to comply with the conditions on pages three and four of this agreement as a participant in LIHEAP, effective with the signature date of this agreement and declares that to the best of his/her knowledge, the information given is true, correct and complete.

Signature of Authorized Representative

Date

Title of Authorized Representative

Return the completed agreement via email to MDHHS-Provider-Management@michigan.gov
or by mail to:

**Michigan Department of Health and Human Services
Provider Management Unit
Grand Tower, Suite 1402
235 S. Grand Avenue
Lansing MI 48933-1805**

Changes to your LIHEAP provider enrollment can be made by emailing your request on a DHS-355 or your company letterhead to MDHHS-Provider-Management@michigan.gov.

PARTICIPATION AGREEMENT FOR MICHIGAN'S LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Michigan Department of Health and Human Services

Statement of conditions for participation in Michigan's Low Income Home Energy Assistance Program (LIHEAP) in accordance with the Low Income Home Energy Assistance Act of 1981, as amended. LIHEAP funds the State Emergency Relief Program, Deliverable Fuel assistance, the Michigan Energy Assistance Program, Weatherization and the Home Heating Credit.

The energy supplier or furnace contractor shall not charge the eligible household any more than the difference between the normal charge for the service and the payment amount received or expected from the Michigan Department of Health and Human Services (MDHHS).

The energy supplier or furnace contractor shall not be advanced LIHEAP funding.

The energy supplier or furnace contractor shall not adversely treat or discriminate against any eligible household in regard to terms and conditions of sale, credit, delivery, or price because of program participation.

The energy supplier or furnace contractor shall not charge an eligible household, the MDHHS, or other third party any administrative fees for providing services.

The energy supplier or furnace contractor shall not apply LIHEAP funds to services not directly related to the household's energy supply/charges such as: returned check fees, appliance repair/protection plans, etc.

An energy supplier of LP gas (propane), fuel oil, or coal shall deliver the heating fuel to the service address of the eligible household.

The energy supplier or furnace contractor agrees to comply with applicable state law and/or Michigan Public Service Commission regulations.

The energy supplier or furnace contractor shall apply the energy assistance payments to residential accounts only.

The energy supplier shall assure that the benefit of any energy assistance payment is applied to the household for which the payment is made and must resolve the home energy crisis for at least 30 days.

The energy supplier or furnace contractor agrees to assist and cooperate in MDHHS's efforts to recover any duplicate, inappropriate, or incorrect energy assistance payments issued to them. All refunds requested by a vendored customer will be refunded to the MDHHS.

In the event an overissuance is identified, the energy supplier or furnace contractor is required to provide the refund to MDHHS within thirty (30) days. The refund must include the client name, service address, and the MDHHS case number, if available. Please submit a check or money order payable to the State of Michigan and mail to:

Michigan Department of Health and Human Services
Bureau of Finance-ASAP
PO Box 30437
Lansing, MI 48909

In the event the energy supplier or furnace contractor fails to make repayment, the MDHHS will cancel this Agreement and the State of Michigan may withhold your refunds (including state income tax), lottery winnings, or other payments and credit your balance owed or take legal action.

The energy supplier or furnace contractor shall retain all books, records and other documents relevant to normal billing procedures following their normal business practice and upon reasonable notice to the energy supplier, a duly authorized representative of the MDHHS shall have full access to said materials to audit, sample or otherwise evaluate the LIHEAP program.

The energy supplier agrees to provide the average annual main heating fuel source, average annual electricity bill and average annual total residential energy bill on households with 12 consecutive months of bill data that received a LIHEAP payment in the current fiscal year, if requested.

Payment for furnace repair/replacement will only be issued if the contractor holds a valid contractor's license.

The MDHHS reserves the right to cancel this agreement by giving a 15 day notice to the energy supplier or furnace contractor. The energy supplier or furnace contractor may terminate the agreement immediately upon written notice to the MDHHS.

The energy supplier or furnace contractor shall comply with the provisions of Act 453, PA 1976, which prohibits discrimination on the basis of race, color, religion, national origin, age, sex, height, weight, or marital status.

Submit a welfare fraud complaint if you believe an individual or business has been issued benefits they were not entitled to by visiting www.michigan.gov/reportwelfarefraud.

The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, or a disability or genetic information that is unrelated to the person's eligibility.

AUTHORITY: Low Income Home Energy Assistance Act of 1981, as amended.

COMPLETION: Voluntary

PENALTY: The provider will not be able to receive payments under Michigan's LIHEAP Program.