

**PARTICIPATION AGREEMENT  
FOR MICHIGAN'S LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**  
Michigan Department of Health and Human Services

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.

[www.michigan.gov/sigmavss](http://www.michigan.gov/sigmavss)

**Indicate whether you are an energy supplier or a furnace contractor**

Energy Supplier: type of fuel supplied (check all that apply)	
<input type="checkbox"/> LP/Propane Gas <input type="checkbox"/> Fuel Oil <input type="checkbox"/> Coal <input type="checkbox"/> Other (indicate type of fuel)	<input type="checkbox"/> Electricity <input type="checkbox"/> Natural Gas <input type="checkbox"/> Wood
<input type="checkbox"/> 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).

**Contact Information**

Printed 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 page two 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 COMPLETED AGREEMENT 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 faxing your request on a DHS-355 or your company letterhead to 517-335-6054.

**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 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.

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 that MDHHS has identified an overissuance and a refund is required, the energy supplier or furnace contractor is required to provide the refund to MDHHS within thirty (30) days of being notified of the overissuance. 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:

MDHHS  
PO Box 30802  
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.

Please call 800-222-8558 to submit a welfare fraud complaint if you believe an individual or a business has been issued benefits they were not entitled to.

<p>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.</p>	<p>The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.</p>
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