

*Maine*  
Cumberland **County**  
**Keeping Cumberland County Warm**  
Reimbursement Request Checklist

1. Completed and signed County Client Application
2. Signed duplication of benefits form
3. Verification Forms
  - a. Income verifications, to prove income eligibility
  - b. Proof of residency – Copy of Photo ID or utility bill.
  - c. \*Copy of past-due utility bills if applicable to show cost of heat vs normal usage.
4. Purchase Order or Request form from GA and or Invoice from the vendor to the Municipality
5. Proof of payment to the vendor from the Municipality
6. Invoice from the Municipality to the County seeking reimbursement
7. Review to be sure the request is within the date range of the program which is the date of the contract signing until April 15, 2023.