**2.8 LIHEAP CLIENT TRACKING REPORT FORMAT TEMPLATE**

**Grantee Directions:** Prepare a report from your client tracking system using a format similar to the one below making sure to include all requested information. Submit the report to DEO prior to the on-site visit. The report must reflect all clients served from the beginning of the contract to the present.

**DEO Staff Directions:**Place a copy of the client tracking report behind this page.

**CLIENT TRACKING SYSTEM REPORT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Last**  **Name\*\*** | **First**  **Name** | **Street**  **Address** | **ZIP** | **Utility Account**  **Number** | **Assistance Type:**   * **Home Energy** * **Crisis – Heating or Cooling** * **Weather- Related** | **Benefit Amount**  **$** | **Date**  **Entity Paid** | **Intake/Case**  **Worker** | **Service Area**  **Location** |

\*\* In alphabetical order