**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