

**Northern California Indian Development
Council, Inc. (NCIDC)
LIHEAP
Wood and Pellet Procedures**

Attention: LIHEAP COORDINATOR

As a Reminder: clients applying for wood or pellets need to provide all business or wood vendor information on the intake form or check list on the LIHEAP application.

All vendors need to be pre-approved by the Tribal LIHEAP Coordinator and informed about LIHEAP program policies and procedures.

Wood: Once the application is approved, we will mail the invoice to the wood vendor with the approved amount and mandatory return date.

Pellets: Pellet invoices will be mailed to the tribal member to take to the business to be filled out and sent back to our office by the mandatory return date.

Deliveries of wood or pellets that have been received prior to approval of the application will not be paid for by NCIDC and the tribal member will be responsible for payment.