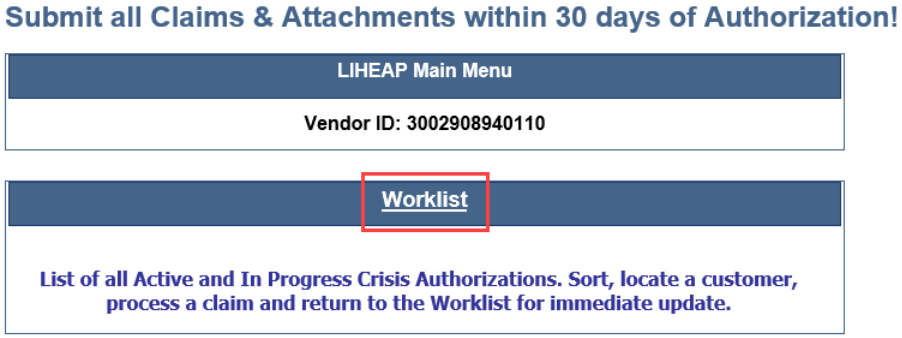
PROMISe™ *Worklist* Desk Guide

Updated August 2019

The *Worklist* provides a point-in-time list of active and 'in process' LIHEAP Crisis Authorizations. Access the *Worklist* by clicking the link above the processing box on the Main Menu (or the Worklist link on the blue task bar). Every time the *Worklist* link is 'clicked', the customer information on the list is refreshed.



Review the important information above your Worklist. Questions? Call the Vendor Helpline 1-877-537-9517

Auth. Eff. Date	Auth #	First Name	Last Name	Address	Address 2	City	State	Zip	Acct #	Amount	ACN	Claim Status	ICN	Submitting Documentation
20190531	8000001867	DAVID	FORLIZZI	321 NEW STREET		MILFORD	PA	97010-	L1819-860123098	600				
20190531	8000001868	JOSHUA	FORLIZZI	650 MUSIC HOUSE ROAD		MUSICTOWN	PA	17035-0015	L1819-030236991	600	800004847	Suspended	2819226000001	Print Cover Sheet OR Submit Attachment(s)
20190531	8000001869	VALERIE	FORLIZZI	321 NEW STREET		MILFORD	PA	97010-	L1819-001180855	600	800004848	Suspended	2819226000002	Print Cover Sheet OR Re-Submit Attachment(s)
20190531	8000001870	PATRICIA	FORLIZZI	321 NEW STREET		MILFORD	PA	97010-	L1819-002601598	600	800004849	Denied	2819226000004	Print Cover Sheet OR Submit Attachment(s)
20190607	8000001882	ANTWAN	FORLIZZI	321 NEW STREET		MILFORD	PA	19050-	L1819-080160545	600				
20190802	8000001883	LORRIE	FORLIZZI	12895 CASTOR AVE.		PHILA	PA	17025-0025	L1920-300111498	600	800004850	Suspended	2819226000005	Print Cover Sheet OR Re-Submit Attachment(s)
20190802	8000001884	OMAR	FORLIZZI	321 NEW STREET		MILFORD	PA	19050-	L1920-080160546	600	800004851	Suspended	2819226000006	Print Cover Sheet OR Submit Attachment(s)
20190802	8000001885	JAMIE	FORLIZZI	321 NEW STREET		MILFORD	PA	19050-	L1920-002635097	600	800004852	Denied	2819226000007	Print Cover Sheet OR Submit Attachment(s)
20190802	8000001886	SHANNAN	FORLIZZI	321 NEW STREET		MILFORD	PA	97010-	L1920-030007092	600				