

## STEP BY STEP GUIDE

### For Customers with Non-EPA Certified Wood-Burning or Coal Appliances

Step 1

- Retailer assists Customer in completing Application Form as a General Resident or Income Qualified candidate.

Step 2

- Retailer submits completed application to American Lung Association in Michigan.

Step 3

- American Lung Association in Michigan notifies Retailer and Customer of approved voucher amount.

Step 4

- Customer purchases qualifying appliance at rebated price and schedules installation with Retailer.

Step 5

- Retailer completes installation and instructs Customer in proper use of appliance.

Step 6

- Retailer properly disposes of old appliance according to rules of the Program.

Step 7

- Retailer submits completed Voucher Reimbursement Form to American Lung Association in Michigan.

Step 8

- American Lung Association in Michigan will forward reimbursement to Retailer within 14 days.