



Area IV Agency on Aging and Community Action Programs

ENERGY ASSISTANCE APPLICATION INSTRUCTIONS

- ENERGY ASSISTANCE BEGINS NOVEMBER 1ST 2018 AND ENDS MAY 17TH, 2019
 - YOU MAY MAIL IN , DROP OFF or EMAIL (eap@areaivagency.org) YOUR APPLICATION
 - **DO NOT MAIL ORIGINAL DOCUMENTS, SOCIAL SECURITY CARDS OR ID'S.** WE ARE NOT RESPONSIBLE FOR LOST OR DAMAGED DOCUMENTS!!!! **ORIGINALS WILL NOT BE RETURNED**
 - **IF YOU HAVE A DISCONNECT NOTICE OR YOUR SERVICE HAS ALREADY BEEN DISCONNECTED CALL YOUR LOCAL ENERGY ASSISTANCE OFFICE FOR AN APPOINTMENT. APPOINTMENTS WILL START NOVEMBER 1ST**
DO NOT MAIL YOUR APPLICATION!!!
 - ALL HOUSEHOLD MEMBERS MUST HAVE A **VALID SOCIAL SECURITY CARD**
 - HEAD OF HOUSEHOLD MUST HAVE A **PHOTO ID**
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- Complete **both pages** of the application listing all household members. **Failure to include all persons living in your household is considered fraud. Fraud can result in a denial of assistance or repayment of any assistance received. Make sure to sign the application.**
 - Copy of your current electric, gas or LP statement. (If the bill(s) are not in your name you must complete a household declaration statement.)
 - Income documentation for the 3 months prior to application month for each adult age 18 and over living in the household this includes Social Security benefits received for children.
 - Adults with **zero income for any month during the last 3 months** must sign the enclosed Work One Affidavit so that we may obtain a **Wage Inquiry from Work One** and must also complete the zero income affidavit.
 - Complete the Energy Education Survey and sign the form.
 - Current class registration from the educational institute for anyone 18 or older that is seeking benefits while attending high school or college
 - If you have been **divorced or separated**, with in the 3 months prior to application then you must be able to provide a divorce decree, legal separation papers or proof that the absent spouse isn't in the household
 - HOME OWNERS:** If you own or are buying your home include proof of home-ownership (mortgage, purchase contract, current property tax statement, deed or other proof)
 - RENTERS:** **Must have your landlord complete the landlord affidavit only if one or more of your utilities are included in your rent.**
 - If any member of the household is a veteran, provide documentation, such as a DD Form 214 or Veterans Administration identification Card (VIC) among other options. A list of acceptable documentation can be provided upon request
 - Must return all required documentation with the application. **(Missing documents will delay the processing of your application)**