

REQUIREMENTS FOR ENERGY APPOINTMENT 2016-2017

TO APPLY for Energy Assistance you MUST:

- 1) meet the following income guidelines AND 2) present the required documents

INCOME GUIDELINES:

- 1 person in household - household income may not exceed \$ 17,820 annually – (\$ 1,485.00 monthly)
 - 2 people in household - household income may not exceed \$ 24,030 annually – (\$ 2,002.50 monthly)
 - 3 people in household - household income may not exceed \$ 30,240 annually – (\$ 2,520.00 monthly)
 - 4 people in household - household income may not exceed \$ 36,450 annually – (\$ 3,037.50 monthly)
- add an additional \$ 6,210 annually – (\$517.50 monthly) for each additional household member

If pregnant and due before May 12, 2017 documentation from physician is required to show your approximate due date if you wish to add your unborn infant as a household member for this EAP season.

REQUIRED DOCUMENTATION:

- Most recent **ELECTRIC BILL AND HEATING BILL AND** (IF YOU HAVE ONE) **DISCONNECT NOTICE.**
(Must be in the name of a household member. If you heat with LP gas we will need a printout of account or bill)
 - SOCIAL SECURITY CARD FOR EACH HOUSEHOLD MEMBER.**
Birth certificate will be accepted for a child under 12 months old. If unable to provide a Social Security card - other documentation may be accepted with a photo ID. Ask for more information.
 - INCOME DOCUMENTATION** for the 12 months prior to application for each person over the age of 18 (Unless they are in high school or under age 23 and taking at least 12 credit hours or more in college.)
 - ◆ **INCOME DOCUMENTATION REQUIRED:** may include pay stubs, bank statements, social security printouts including benefits for children under the age of 18,, wage histories (unless employed by the same employer for more than 12 months and earning \$5,000 or more per year), unemployment statements, workman's compensation documentation, TANF papers, pension statements, income tax papers (if self-employed), etc.
 - ◆ **STUDENT DOCUMENTATION:** High School - current report card, class schedule or letter from high school. College - documentation showing student is currently taking 12 credit hours or more plus income tax papers showing student as a dependent.
 - RENTER** - Landlord Affidavit completed and signed by landlord or current lease signed by landlord in the last 24 months.
 - HOMEOWNER** - proof of ownership, title or deed, property tax or mortgage statement.
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- In the last 12 months, if you have received
 - ◆ **FOOD STAMPS** - bring the statement from the Division of Family Services
 - ◆ **CHILD SUPPORT** - bring court or divorce/separation documents showing amount
 - ◆ **TRUSTEE HELP** - last papers received from trustee
 - ◆ **MISCELLANEOUS INCOME** - interest, income from rental property, lump sum distributions, cash contributions made directly to you, etc. bring documentation
 - If any member of the household is a veteran - documentation (DD Form 214 or Veteran's Administration ID Card - VIC) will qualify for additional \$25 benefit. Not mandatory.
 - Documentation for anyone listed on lease, food stamps, or previous Energy Assistance Application, etc. who does not currently reside in household. (EXAMPLES: divorce/separation papers, death certificate, or proof of current residence like a credit card or bank statement, or utility bill.)

Please ask us before setting an appointment if you do not know what is required.

NOTE: We will not start your application if you do not have all required documents. (MUST BE CURRENT)
Failure to include all people living in your household is considered fraud.
We reserve the right to request additional information if needed.

PLEASE PRINT

Applicants Name _____

in household _____ # over 18 _____ # under _____

PHONE # _____ Previous Client YES NO

APPOINTMENT DATE _____
DAY OF WEEK M - TU - W - TH - F
TIME OF DAY _____ A.M./P.M.

PCACS will be doing Energy Assistance from November 1st until May 12th of 2017. We are not concerned about running out of funds so you may wish to wait until the annual rush is over to schedule your appointment. The new requirements for the program and new landlord affidavits are on our website. "GOOGLE" PCACS or go to www.portercountyacs.org if you wish to print copies or you may pick them up at our office.

This season any household member 18 or older who is employable and has not worked for the same employer for the last 12 months or more and earning more than \$ 5,000 annually will personally need to come to our office and sign a release to receive a wage inquiry or unemployment statement. WE WILL NOT MAKE YOUR EAP APPOINTMENT UNTIL ALL RELEASES FOR YOUR HOUSEHOLD HAVE BEEN SIGNED. YOU NEED TO COME TO OFFICE - DO NOT LEAVE A MESSAGE.

Our hours are from 8:00 - 4:30 Monday through Friday and we will be closed from noon to one for lunch. We will be closed on Veteran's Day, Thanksgiving, the Friday after Thanksgiving, and the Monday after Christmas.

We will make every effort to return your call within two business days - please be patient and only leave one message. We are looking forward to helping you.