



# ARKANSAS HOME ENERGY ASSISTANCE PROGRAM APPLICATION



If you need this material in a different format, such as large print,  
CONTACT YOUR LOCAL COMMUNITY ACTION AGENCY

FOR AGENCY USE ONLY			
	Application Date	Application Time a.m.   p.m.	
	Regular Assistance #	Crisis Intervention #	
	Disposition Time Limit <input type="checkbox"/> 18 hrs. <input type="checkbox"/> 48 hours	Interviewed By	Date



APPLICANT: All Sections of this form must be completed in order to determine your eligibility. Failure to complete this application and attach required documentation **WILL** delay the processing of your application.

**YOU MUST APPLY AT THE LOCAL COMMUNITY ACTION AGENCY OFFICE WHICH SERVES THE COUNTY IN WHICH YOU LIVE.**

**What utility do you need assistance with?**

Gas     Electricity     Propane     Other: \_\_\_\_\_

**Which Home Energy Assistance Program (HEAP) are you applying for?**

**REGULAR ASSISTANCE** – You do not have to have a disconnect notice.  
 **CRISIS** - You **must** have a disconnect notice or some other type of utility emergency. (If not, **DO NOT** check this box).

● **1. APPLICANT**

Last Name		First Name		Middle Name
Mailing Address		City	State	Zip Code
Street or Service Address ( <b>MUST BE LISTED</b> )		City	State	Zip Code
Social Security Number	Phone Number	County of Residence	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth
Age	Do you have a Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	RACE: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Spanish American/Hispanic <input type="checkbox"/> Oriental; Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Other <input type="checkbox"/> Unknown		

● **2. ADDITIONAL HOUSEHOLD MEMBERS**

**Additional Household Members:** Please list the other persons living in your household but not yourself. Please complete all items. (Please list additional members on a separate sheet).

	Name	Relationship to you	Date of Birth	Age	Race	Social Security Number	Disabled	
							Yes	No
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

### ● 3. HOUSEHOLD INCOME

A. **WORK INCOME** - List anyone in your household who has work income (Includes self-employment, babysitting; etc.?)

Who is Employed	How Often Paid	Gross Amount Last Month	Employer Name	YOU MUST ATTACH COPIES OF LAST MONTH'S PAY STUBS.
1.				
2.				
3.				

B. **EMPLOYMENT** - When were you or any member of your household age 18 or older last employed? NOTE: If your are no longer employed, or have not worked in the past 6-12 months, please provide documentation that unemployment benefits are not being received.

Name	Where	When
1.		
2.		

C. **NON-WORK INCOME** – List anyone in your household who receives any of the following:

Social Security Income (SSA) Supplemental Security Income (SSI); Supplemental Security Disability Income (SSDI); Child Support; TEA; Alimony; Unemployment benefits; Worker's Compensation; Veterans Benefits; Retirement Benefits; Housing Utility Assistance Payment; any other non-work income (please describe):

Who Receives It?	How Often Paid	Gross Monthly Amount	NON-WORK INCOME FROM (SSA, Retirement, etc.)	YOU MUST ATTACH DOCUMENTATION FOR ALL NON-WORK INCOME.
1.				
2.				
3.				

D. **RESOURCES** – Does anyone in your home have any of the following?

Resources	YES	NO	Amount	Where	Name(s) of Person
Cash on hand					
Checking Account					
Other Bank Accounts					
CD					
Other Resources (list)					

**CRISIS APPLICANTS ONLY** : If your household is in need of crisis assistance, please indicate below:

- My home energy utility has been disconnected.     Heating     Electricity  
 I have received notice that my home energy utility will be disconnected.     Heating     Electricity  
 My heating fuel is at or below 10% of the tank capacity and the fuel supplier will not deliver additional fuel without payment.  
 I have 3 week's supply or less heating fuel (wood, coal, or other heating fuel not kept in a tank) and the fuel supplier will not deliver additional fuel without payment.  
 I have received an eviction notice which is partly due to my failure to pay my heating and/or electricity expenses to my landlord.  
 Other: I need assistance to pay a deposit to have my utility connected/reconnected.     Heating     Electricity     Other

Is your **crisis** situation life-threatening?     Yes     No    If yes, please explain in detail. \_\_\_\_\_

### ● 4. UTILITY/RENT INFORMATION

Do you  rent or  own your home?

RENTERS ONLY - Is your energy cost included in your rent payment?     Yes     No     N/A

If Yes, please attach a copy of your lease that indicates utilities are included in your rent.

Please provide the **name and phone number** of your landlord \_\_\_\_\_

Check (✓) the **primary** or **main** fuel used to heat (not light) your residence **CHECK ONLY ONE.**

Natural Gas     Electricity     Fuel oil or kerosene     Propane, Butane, LP, or PPG (in a bottle or tank)     Wood or coal     Other: \_\_\_\_\_

Check (✓) the **secondary** or **other** fuel used to heat (not light) your residence **CHECK ONLY ONE.**

Natural Gas     Electricity     Fuel oil or kerosene     Propane, Butane, LP, or PPG (in a bottle or tank)     Wood or coal     Other: \_\_\_\_\_

● **5. HOME ENERGY SUPPLIER INFORMATION**

Complete the following Section to show your Energy Suppliers (gas, electric, propane, etc.)

You must complete information on **BOTH - GAS AND ELECTRIC** AND include copies of **EACH** bill.

Gas/Propane/Wood Co.: \_\_\_\_\_ Acct. Number: \_\_\_\_\_

Is this account closed?  Yes  No

Annual Fuel Cost: \$ \_\_\_\_\_ Cost Basis:  No Fuel Cost  Previous heating cost 12 Months prior to the date of Application.

If your heating bill is **not** in your name, whose name is the account in? \_\_\_\_\_

Does this person live with you?  Yes  No

Electric Co.: \_\_\_\_\_ Acct. Number: \_\_\_\_\_

Is this account closed?  Yes  No

If your electric bill is **not** in your name, whose name is the account in? \_\_\_\_\_

Does this person live with you?  Yes  No

Other: \_\_\_\_\_ Acct. Number: \_\_\_\_\_

Is this account closed?  Yes  No

● **6. VERIFICATION OF PRESENCE**

HEAP Policy requires applicants for HEAP to provide additional documents with each HEAP application.

A **READABLE COPY** of one of the following **VALID** identifications must be provided.

- 1. Arkansas Driver's License
- 2. Birth Certificate or similar document
- 3. Work or school identification card
- 4. Identification card for health benefits or other assistance
- 5. Voter registration card
- 6. Pay check stubs containing the name of the person

Any document that reasonably establishes the applicant or AR's identity will be accepted.

● **7. WEATHERIZATION SERVICES**

If money is available, would you like to be referred for home Weatherization?  Yes  No

**NOTE:** This is **not** an application for Weatherization services.

● **8. APPLICANTS RIGHTS AND RESPONSIBILITIES**

PLEASE BE SURE THAT YOU HAVE SIGNED YOUR NAME IN THE SPACE PROVIDED BELOW FOR SIGNATURE OF APPLICANT OR AUTHORIZED REPRESENTATIVE. **FAILURE TO SIGN AND DATE THE APPLICATION WILL DELAY THE PROCESSING OF YOUR LIHEAP APPLICATION.**

I understand that I have the right to appeal any decision regarding this application which I consider improper, and also any delay in decision or delivery of services.

I understand that I must help establish my eligibility by providing as much information as I can about my circumstances.

I authorize the contracted agency to release information relating to my application for LIHEAP to my Energy Supplier(s) to determine eligibility. I give permission to Arkansas Department of Human Services (DHS) to use information provided on this form for purposes of research, evaluation and analysis of the program.

I understand that my utility service provider will have no control over the data disclosed pursuant to this consent, and will not be responsible for monitoring or taking any steps to ensure that the LIHEAP office maintains the confidentiality of the data or uses the data as authorized by you.

I declare that all members of my household are legal residents of the United States.

I understand that no person may be denied assistance on the basis of race, color, sex, age, handicap, religion, national origin, or political belief.

I understand that my signature on this application authorizes the agency to make any investigation concerning me or any household member and/or use a copy as a release of information for securing information needed to determine my eligibility for services.

I understand that if I receive assistance to which I am not entitled as a result of withholding information or knowingly providing false or fraudulent information regarding my circumstances, I must repay the cost of any assistance and may face penalty of criminal prosecution.

The information given on this application is true to the best of my knowledge and belief. I understand that this form is signed subject to penalties for perjury.

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Signature of Applicant (must be same person listed in Section 1, page 1)      Date      Witness, if signed by mark      Date  
or Authorized Representative

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Signature of Person Helping To Complete this Form      Date      Address of Witness      Date

# FOR AGENCY USE ONLY

- 1. Crisis Situation:\***
- Notice of imminent disconnection
  - Disconnected     Eviction Notice
  - 10% or less of tank capacity and supplier refused Delivery
  - Other (specify) \_\_\_\_\_  
Minimum amount required
  - a. Past due for energy    \$ \_\_\_\_\_
  - b. Connection fee            \$ \_\_\_\_\_
  - c. Reconnection fee        \$ \_\_\_\_\_
  - d. Deposit                    \$ \_\_\_\_\_
  - e. Minimum delivery        \$ \_\_\_\_\_
  - f. Tank rental                \$ \_\_\_\_\_
  - g. Other (specify)            \$ \_\_\_\_\_
  - h. Total amount needed \$ \_\_\_\_\_

- 2. CIP Benefit Computation:**
- a. Minimum amount necessary to alleviate crisis situation?            \$ \_\_\_\_\_
  - b. Amount of Regular Assistance Available?                \$ \_\_\_\_\_
  - c. Net amount necessary?    \$ \_\_\_\_\_
  - d. CIP available (lesser of c. Or \$500)?                      \$ \_\_\_\_\_
  - e. Additional amount necessary? \$ \_\_\_\_\_
  - f. If e. is more than \$0, explain how the household or other source will furnish the additional amount necessary:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Verification must be attached.    Comments: \_\_\_\_\_  
\_\_\_\_\_

Date of Budget: \_\_\_\_\_    HH Size: \_\_\_\_\_

Worker: \_\_\_\_\_

- A. BUDGET:**
- 1. Income Month: (month prior to month of application)  
\$ \_\_\_\_\_
  - 2. Total GROSS: (Earned Income)  
\$ \_\_\_\_\_
  - 3. NET (Earned Income) **80% Gross**  
\$ \_\_\_\_\_
  - 4. Unearned Income            \$ \_\_\_\_\_  
Social Security                \$ \_\_\_\_\_  
SSI                                 \$ \_\_\_\_\_  
TEA                                \$ \_\_\_\_\_  
V. A.                                \$ \_\_\_\_\_  
Other                                \$ \_\_\_\_\_
  - 5. Total Unearned Income \$ \_\_\_\_\_
  - 6. Monthly Countable Income (3-5)            \$ \_\_\_\_\_

- B. DISPOSITION**     Regular     Crisis
- 1.  Confirmed that the household has not been approved for HEAP in the current Subgrant Period.
  - 2.  Approved     Denial     Withdrawal
  - 3. Disposition Date: Regular \_\_\_\_\_ CIP \_\_\_\_\_
  - 4. Benefit Amount: Regular \_\_\_\_\_ CIP \_\_\_\_\_

- C. PAYMENT**     Regular     Crisis
- 1. Payee  SUPPLIER: \_\_\_\_\_  
 SUPPLIER: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_
  - 2. Assistance provided (Crisis only)  
 Payment     Verbal Obligation    Specify: \_\_\_\_\_  
\_\_\_\_\_
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.     p. m.
  - 3. Payment date: \_\_\_\_\_ Check #: \_\_\_\_\_
  - 4. Payment date: \_\_\_\_\_ Check #: \_\_\_\_\_
  - 5. Service Restored
  - 6. Loss of Service Prevented

- D. WEATHERIZATION REFERRAL**
- Application was referred:  Yes     No
- If no, check reason:
- 1.  Already referred/assisted
  - 2.  Referral Suspended

Applicant is an Agency Employee/Family Member?     Yes     No

Executive Directors' Signature: \_\_\_\_\_