

APPLICATION INSTRUCTIONS FOR ARKANSAS LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Please read the instructions carefully. Answer every question and turn in the required documents or your application could be delayed or denied.

You should continue to pay your utility bill in order to avoid being disconnected or running out of bulk fuel such as, propane, wood or pre-paid electric. Once your application has been processed, you will receive a letter informing you if you are eligible for LIHEAP and if so, the benefit amount and name of your Energy Supplier.

ATTENTION APPLICANT: When making any required utility payments, pay only your utility provider. Agencies will not accept fees or utility payments under any circumstances.

Items needed to avoid processing delays – (Always send copies, DO NOT send originals):

- ✓ Completed application that is signed and dated.
- ✓ Copies of utility and/or fuel bills, including any disconnection notices.
- ✓ Proof of all earned and unearned income for all household members that receive it.

Section •1, APPLICANT:

Please provide a response to all questions. You must provide your current address. If possible, please provide a telephone or message number. If we are unable to contact you by phone, it may cause processing delays if there are questions concerning your application.

Section •2, ADDITIONAL HOUSEHOLD MEMBERS:

Completion of this section is required. List everyone living in the household excluding yourself. Complete the information in each box for every household member. If the household exceeds eight (8), please use a separate sheet of paper.

Section •3, HOUSEHOLD INCOME:

- a. EARNED INCOME - Complete this section if anyone in the household has income from a job or self-employment. All income received from tips, payments for services and wages should be reported for all jobs held including when a household member is working more than one job. Provide documentation of all gross income received last month. Gross income is income received before taxes are withheld. (*Example: If you are applying in the month of February, submit copies of all paystubs with pay dates in January*). **YOU MUST ATTACH COPIES OF LAST MONTHS PAY STUBS.**
- b. EMPLOYMENT – Please tell us if you or any member of your household (age 18 or older) is/has worked and list last employment for him/her. Please provide documentation that unemployment benefits are not being received if there is no employment or no one has worked in the past 6-12 months.

- c. **UNEARNED INCOME** – Complete this section if anyone in the house hold receives unearned income. This is income that does not come from a job or business. Provide documentation for all unearned income received last month. List any one 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):
- d. **RESOURCES** – Declare all of your resources. Please list the amounts of money you have in each type of account.

CRISIS APPLICANTS ONLY: The Crisis Intervention Program provides assistance once per Program Year. YOU MUST PROVIDE A BILL FROM YOUR ENERGY SUPPLIER that states you are threatened with disconnection, disconnected, or have less than a 10% or less of heating fuel. Only complete this Section if any of these circumstances apply to you.

Section •4, UTILITY/RENT INFORMATION:

Tell us whether you rent or own your home.

If your energy cost is included in your rent, please attach a copy of your Lease AND provide your Landlord information.

Complete this section and submit a copy of your most recent fuel statement and/or utility bill for both your primary/main heat source and your secondary/other heat source.

Your primary/main heat source is determined by the type of furnace, wood stove or heaters you use in your home. *Example: If you have a natural gas furnace, your primary/main heat source would be natural gas. Electric would be your secondary/other heat source because it is used to run the furnace blower.*

Section •5 HOME ENERGY SUPPLIER INFORMATION:

Complete this section to indicate details regarding your Energy Supplier accounts.

Section •6 VERIFICATION OF PRESENCE:

The identity of the person making application must be verified at the time of the application interview, and thereafter if information regarding identity is incomplete, inaccurate, inconsistent or outdated.

If an authorized representative (AR) applies on behalf of the household, the identity of both the AR and the head of the household must be verified. Suggested sources of verification of identity include, but are not limited to:

1. Driver's license
2. Birth certificates or similar documents
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 documents that reasonably establish the applicant or AR's identity will be accepted.

Section •7 WEATHERIZATION SERVICES:

You may also qualify for weatherization services that will improve your home through the Arkansas Weatherization Assistance Program (WAP). Please indicate if you are interested in being referred to WAP. You will NOT be referred if:

- 1) You have been referred previously;
- 2) You have received these services in the past;
- 3) WAP has been suspended due to funding issues.

Section •8 APPLICANTS RIGHTS AND RESPONSIBILITIES:

Please read the consent for processing and sign in ink. **FAILURE TO SIGN AND DATE THE APPLICATION IN INK WILL PREVENT YOUR LIHEAP APPLICATION FROM BEING PROCESSED.**

The back page is for AGENCY USE ONLY.