

LIHEAP Application Guide

Dear Applicant,

Please read your application carefully and make sure it is filled out completely. You must include the following attachments with your mail-in application:

- Valid Government ID
- A copy of the Social Security card for every household member
- Most recent bill along with your current utility company print-out showing last 12 months of usage
- Proof of gross income for anyone in the household age 18+ as well as any minors receiving SSA or SSI
 - If no income, please fill out the LI-03 form, Self-Declaration of Zero Income, following all instructions on the form thoroughly including any additional attachments
 - Requirements based on your frequency of pay:
 - Weekly: You will need 4 consecutive paychecks showing gross income from the time of application back.
 - Bi-weekly: You will need 2 consecutive paychecks showing gross income from the time of application back
 - Monthly: You will need 1 consecutive paycheck showing gross income from the time of application back.

Steps for Filling Out LIHEAP Application

1. Check type of assistance - Regular or Crisis.
 1. Unlike regular applications, Crisis Assistance applications will need to meet crisis guidelines, including that your home utility should be pending disconnection.
 2. Please meet with your local County Service Manager to complete an emergency application due to strict timelines for processing.
2. Circle Yes or No regarding whether you have applied for assistance within the current fiscal year and with which agency.
3. Fill in applicant's name, telephone number, current address, and mailing address if different from utility service address.
4. List all household members including applicant and requested information concerning each one.
5. Check one box best describing your family type.
6. Fill in Declaration of Disability for any household members with a permanent disability.
 1. Circle Yes or No if life support equipment is required.
 2. If a permanent disability is declared for a household member that does not receive a SSDA or SSI check, you must provide a doctor's statement stating the disability.
7. List income and employer details for all household members age 18 and up.
8. Check applicant housing type.
9. Circle the source(s) of energy for which you are requesting assistance.

10. LEAVE "HOME ENERGY COSTS" AND "PUBLIC HOUSING/SECTION 8 TENANTS ONLY"

BLANK - THIS WILL BE FILLED IN BY OUR AGENCY STAFF

11. If you have more than one utility or energy company, please list the one with which you need assistance first!

12. If the utility or energy account name is different than applicant name, please note this on your application and highlight or circle it.

13. Please read applicant certification section and Check whether you Do or Do Not agree to allow the information in your application to be shared with other agencies.

14. Sign and date the application.

1. The application should not be dated until the application is fully completed and all required documentation has been gathered.