2020 LIHEAP APPLICATION INSTRUCTIONS

LIHEAP provides one payment per program year for Electricity, Gas, Propane, Wood, or Oil to eligible households. Please complete the attached application and provide the following documents:

ENERGY BILL (current bill, current charges)
Must include ALL current bills listed below:
- ELECTRICITY BILL
- PG&E - Regular current monthly bill (with all pages) REQUIRED
- Southern California Edison - current bill (all pages)
- GAS BILL - SoCalGas current bill (include electric bill)
- PROPANE, WOOD, or FUEL OIL

Bills that are NOT acceptable:
- Detached/Incomplete bills
- Zero current (monthly) charges
- Bill with deposit only
- Less than 22 billing days
- Credit on bill
- Outdated bill
- Closed account

HOUSEHOLD INCOME (Current, last 6 weeks)
ALL household income for one complete month:
- Employment check stubs (current and consecutive)
- Cash Aid/GR printout for current month (must include all names on case)
- Social Security Benefits (current award letter)
- SSI – Supplemental Security Income (current award letter)
- Pension (current month gross amount, no direct deposit)
- Disability check stubs (consecutive for one month)
- Child/Spousal Support (current monthly printout)
- Financial Aid (college student, current awarded year)
- EDD Unemployment stubs/printout(s) with awarded amount (consecutive for one month)
- No Income? Other supporting documents required for each adult declaring no income. (CSD43B form)

SOCIAL SECURITY CARD
- Social Security card for ALL adults: 18 and older
- Applicant social security card must match ID

IDENTIFICATION
- California ID or other valid US ID with current legal name
- ID for Applicant and for anyone 60 years or older

ADDITIONAL DOCUMENTS TO INCLUDE (if applicable)
- Income Grant Verification: (current month) Printout from Department of Social Services; must include all names on the case.
- Low-Income Housing: (current month) Section 8, HUD, or any other housing assistance (proposed contracts are unacceptable)
- Bill not in your name: Account holder must complete CLIENT CONSENT AND AUTHORIZATION (CSD Form 081)

Walk-In and Mail Address: 1371 Stanislaus Street, Fresno CA 93706

Doors open at 8:00 a.m. Closing time varies. Walk-In list may close at any hour when maximum occupancy reached.

Walk-In Days (any bill): Monday, Tuesday, Thursday, & Friday • Wednesday: No Walk-Ins unless power shut-off
Drop Box available Monday – Friday 8:00 a.m. to 5:00 p.m. (provide your own copies for drop box, if needed)
** Waiting time may vary depending on the number of applicants signed in to be seen. **

Phone lines open Monday - Friday 8:30 a.m. – 5:00 p.m. (559) 263-8300

OFFSITE LOCATIONS (subject to change)

Coalinga: Coalinga Regional Center 1311 Coalinga Plaza 311 Coalinga Plaza First and Second Monday of the month 9:45 a.m. to 3:45 p.m.
Orange Cove: Central Community Center 1705 Anchor Ave 1705 Anchor Ave First and Second Tuesday of the month 9:00 a.m. to 11:30 a.m.
Reedley: Workforce Connection 1680 Manning Ave 1680 Manning Ave First and Second Tuesday of the month 1:00 p.m. to 4:00 p.m.
Mendota: Rios Terrace Community Center 191 Tuft Street 191 Tuft Street First Tuesday of the month 9:00 a.m. to 3:30 p.m.
West Fresno: Local Conservation Corps 1805 California 1805 California First Wednesday of the month 8:30 a.m. to 4:30 p.m.
Selma: County of Fresno Human Services 3800 McCall Ave 3800 McCall Ave Second and Third Wednesday of the month 8:30 a.m. to 4:00 p.m.
Kerman: County of Fresno E&T 15180 W. Whitesbridge Ave 15180 W. Whitesbridge Ave First and Second Thursday of the month 9:00 a.m. to 4:00 p.m.
Sanger: Proteus 2570 Jensen Ave, Suite 108 2570 Jensen Ave, Suite 108 Second and Third Thursday of the month 8:30 a.m. to 4:30 p.m.

You may download a current LIHEAP application from website: http://www.fresnoec.org/liheap
Revised 01/09/2020

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<table>
<thead>
<tr>
<th>First and Last Name</th>
<th>Relation to Applicant (wife, son, friend, etc.)</th>
<th>Age</th>
<th>Gender Male/Female</th>
<th>Race / Ethnicity ✴</th>
<th>Source of Income (SSI, SSA, TANF, UIB, Paycheck, etc.)</th>
<th>Amount of Gross Monthly Income</th>
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<td>Self</td>
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<td>Total number of people living in the household.</td>
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<td>TOTAL HOUSEHOLD MONTHLY GROSS INCOME</td>
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The questions below are MANDATORY. Please check all energy sources used to heat your home. A copy of all recent energy bills and/or receipts for any home energy cost must be provided.

NOTE: A copy of an electric bill must be included even if you do not use electricity to heat your home.

What is the main fuel used to HEAT your home? One main heating source MUST be checked.
- ☐ Electricity (PG&E/Edison)
- ☐ Natural Gas (SoCalGas)
- ☐ Wood
- ☐ Propane
- ☐ Fuel Oil
- ☐ Kerosene
- ☐ Other Fuel

In addition to your main heating source, do you ever use any of the following to heat your home (you can select more than one):
- ☐ Electricity (PG&E/Edison)
- ☐ Natural Gas (PG&E/SoCalGas)
- ☐ Wood
- ☐ Propane
- ☐ Fuel Oil
- ☐ Kerosene
- ☐ Other Fuel
- ☐ N/A (All Electric)

Natural Gas

Is your Natural Gas Company the same as your Electric Company (PG&E)?
- ☐ Yes
- ☐ No

If no, please provide your current gas bill.

Are you the account holder?
- ☐ Yes
- ☐ No

If no, complete CSD 081 form

WOOD, PROPANE or FUEL OIL SERVICE (WPO)

Are you currently out of fuel? (Wood, Propane, Oil, Kerosene, Other Fuels)
- ☐ Yes
- ☐ No
- ☐ N/A (All Electric or have Natural Gas)

List the approximate number of days until you run out of fuel (Wood, Propane, Oil, Kerosene, Other Fuels).

Number of Days: __________  ☐ N/A

Are your utilities included in rent or submetered?
- ☐ Yes
- ☐ No

If yes, please provide your current bill/landlord form.

The information on this application will be used to determine and verify your eligibility for assistance. By signing below, I give my consent (permission) to CSD, its contractors, consultants, other federal or state agencies (CSD Partners) and to my utility company and its contractors, to share information about my household’s utility account, energy usage and/or other information needed to provide services and benefits to me as described at the end of the form. My consent shall be effective for the period beginning 24 months prior to, and continuing for 36 months after, the date signed below. I understand that if my application for LIHEAP/DOE benefits or services is denied, or if I receive untimely response or unsatisfactory performance, I may initiate a written appeal with the local service provider and my appeal shall be reviewed no later than 15 days after the appeal is received. If I am not satisfied with the local service provider’s decision I may then appeal to the Department of Community Services and Development pursuant to Title 22, California Code of Regulations section 100805. If applicable, I hereby authorize installation of weatherization measures to my residence at no cost to me. I declare, under penalty of perjury, that the information on this application is true, correct, and that the funds received will be used solely for the purpose of paying my energy costs.

AGENCY NAME: Community Services and Development (CSD). UNIT RESPONSIBLE FOR MAINTENANCE: Home Energy Assistance Program (HEAP). AUTHORITY: Government Code Section 16367.6 (a) Names CSD as the agency responsible for managing HEAP. PURPOSE: The information you provide will be used to decide if you are eligible for a LIHEAP payment and/or weatherization services. GIVING INFORMATION: This program is voluntary. If you choose to apply for assistance, you must give all required information. OTHER INFORMATION: CSD uses statistical definitions from the annual update of the Department of Health and Human Services’ State Median Income, Federal Income Poverty Guidelines, to determine program eligibility. During application processing, CSD’s designated subcontractor may need to ask for more information to decide your eligibility for either or both programs. ACCESS: CSD’s designated subcontractor will keep your completed application and other information needed to provide services and benefits to me as described at the end of the form. My consent shall be effective for the period beginning 24 months prior to, and continuing for 36 months after, the date signed below. I understand that if my application for LIHEAP/DOE benefits or services is denied, or if I receive untimely response or unsatisfactory performance, I may initiate a written appeal with the local service provider and my appeal shall be reviewed no later than 15 days after the appeal is received. If I am not satisfied with the local service provider’s decision I may then appeal to the Department of Community Services and Development pursuant to Title 22, California Code of Regulations section 100805. If applicable, I hereby authorize installation of weatherization measures to my residence at no cost to me. I declare, under penalty of perjury, that the information on this application is true, correct, and that the funds received will be used solely for the purpose of paying my energy costs.

X

*** APPLICANT’S SIGNATURE ***

Today’s Date

I have received the following information:

☐ Energy Education – Information regarding changes you can make in order to reduce the energy consumption of your household.

☐ Budget Counseling – Information regarding personal financial management.

Signature of Recipient (Do not sign until forms are received): 

Date: __________

APPLICANT: DO NOT FILL OUT THE INFORMATION BELOW. THIS SECTION IS FOR OFFICE USE ONLY.

For Official Use Only - Mail Option: I certify that I have mailed the following forms: ☐ Energy Education form and ☐ Budget Counseling form

Signature (LIHEAP Representative): 

Date Mailed: 

Utility Assistance being provided under which program → ☐ HEAP ☐ Fast Track ☐ HEAP WPO ☐ ECIP WPO

Benefit $ ________ Supplement $ ________ Total Benefit $ ________ Total Energy Cost $ ________ Energy Burden ________ %

Fast Track only: Energy Services Restored after disconnection: ☐ Yes ☐ No

Disconnection of Energy Services prevented: ☐ Yes ☐ No

Home Referred for WX: ☐ ☐ Home Already Weatherized: ☐ ☐ Medically Needy ☐ Frail Elderly ☐ Severe Financial Hardship ☐ Hard to Reach

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