

## ENERGY ASSISTANCE PROGRAMS APPLICATION 2017–2018

The Ohio Development Services Agency (ODSA) offers programs to income eligible Ohioans to assist in paying their utility bills and to improve the energy efficiency of their homes. This application provides information on the Home Energy Assistance Program (HEAP), Winter Crisis Program (WCP), Summer Crisis Program (SCP), Percentage of Income Payment Plan (PIPP) Plus and the Home Weatherization Assistance Program (HWAP). You can apply for HEAP and PIPP Plus with this application. To apply for SCP, WCP, and HWAP, you must visit your Local Delegate Agency (LDA). For a list of LDAs, visit [www.energyhelp.ohio.gov](http://www.energyhelp.ohio.gov).

- **HEAP** provides a one-time annual benefit to your main heating source account. For example, if you heat your home with a gas furnace, a credit will be applied to your gas bill. The HEAP program begins July 1, 2017 and ends June 30, 2018. The one-time benefit is typically credited starting January 2018, depending on when the application was received. Please note if you mail-in your application, it can take 12 to 16 weeks to process.
- **SCP** provides a one-time annual benefit to your electric bill, and/or for the purchase of fans and air conditioners. Visit your Local Delegate Agency in person to apply for SCP. The SCP program begins July 1, 2017 and ends August 31, 2017.
- **WCP** provides a benefit once per heating season to your main and/or electric accounts. The benefit can be used by eligible households that are disconnected (or have a pending disconnection notice), need to establish new service or pay to transfer service or have 25% (or less) of bulk fuel supply. The program can also assist with fuel tank placement, fuel tank testing and furnace repair. Visit your Local Delegate Agency in person to apply for WCP. The 2017 WCP program begins November 1, 2017 and ends March 31, 2018.
- **PIPP Plus** is an extended payment arrangement that requires regulated gas and electric companies to accept payments based on a percentage of the household income. Under PIPP Plus, if you heat with gas, you pay 6 percent of your monthly household income to your gas company and 6 percent to your electric company. If you heat with electricity, you pay 10 percent of your monthly household income. Enrollment can occur through this application only for the following companies: American Electric Power (AEP), Columbia Gas of Ohio, Dayton Power and Light (DP&L), Dominion East Ohio Gas, Duke Energy, FirstEnergy Companies (Cleveland Illuminating Co., Ohio Edison, Toledo Edison) and Vectren. The household must provide a copy of a current utility bill which should be in the name of the PIPP Plus applicant or an adult household member. Complete this application to apply for PIPP Plus or visit your Local Delegate Agency. PIPP Plus is not available to customers of rural electric co-ops, municipal utilities or users of delivered fuels. Please note if you mail-in your application it can take 12 to 16 weeks to process.
- **HWAP** is a residential energy efficiency program that reduces the energy use of qualified households. The types of assistance will be based on the home's energy efficiency assessment. If you are interested in weatherization services visit your Local Home Weatherization Assistance Provider. For a list of providers, visit [www.HWAP.development.ohio.gov](http://www.HWAP.development.ohio.gov).

## ELIGIBILITY

Household eligibility is based in part on income (see page 2 for income guidelines for all programs). If eligible, the benefit amount will depend on federal funding levels, how many people live with you, total household income and the main fuel used. In most cases, benefits are applied directly to the energy bill by the utility company.

If you live in federally subsidized housing and have a utility bill in your name, you may be eligible for assistance. A copy of the utility bill or documentation of responsibility (example: copy of your rental agreement/lease or sign letter from your landlord) is required. Residents of any licensed medical facility (hospital, skilled nursing facility or intermediate care facility) or publicly operated community residence (example: YMCA) are not eligible. Boarding/rooming houses, group homes or emergency shelters are not eligible for payment assistance, but may be eligible for weatherization services. All persons who share a common kitchen and bath are considered members of the same household and must apply on one application.

**NEW THIS YEAR: If a household's total income is zero/none or is completely listed as odd jobs or other income, you must apply for assistance at your Local Delegate Agency (LDA). The LDA may require an IRS transcript and documentation of how the household is being supported and how expenses/bills are being met.** Please visit [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or call 1-800-908-9946 for assistance with accessing an IRS transcript, if necessary. **Mailed-in applications will not be accepted.**

## CONTACT INFORMATION

To contact us with questions regarding Energy Assistance Programs, check the status of your application, or locate your Local Delegate Agency, you can reach us by email or telephone:

**Email:** [energyhelp.ohio.gov](mailto:energyhelp.ohio.gov) and click "contact us"

**Telephone:** 1-800-282-0880 or 614-644-6600

**TDD hearing impaired only:** 711

## HOUSEHOLD INCOME EXPLANATION

Household income includes the gross income of all household members, excluding wage income earned by dependent minors less than 18 years of age, unless the minor is emancipated. Gross income includes, but is not limited to, wages (excluding documented health insurance premiums), interest, annuities, pensions, Social Security (excluding Medicare premiums), retirement, employment disability, public assistance, Supplemental Security Income (SSI), alimony, child support, unemployment benefits, Workers' Compensation, utility allowances and any other indirect income. Other exclusions may apply if documented.

Please visit [energyhelp.ohio.gov](http://energyhelp.ohio.gov) for a list of included and excluded income.

### 2017-2018 Income Guidelines

Size of Household	Total Gross Annual Household Income	
1	up to \$18,090.00	\$21,105.00
2	up to \$24,360.00	\$28,420.00
3	up to \$30,630.00	\$35,735.00
4	(150%) up to \$36,900.00	(175%) \$43,050.00
5	(For PIPP Plus) up to \$43,170.00	(For HEAP, \$50,365.00
6	up to \$49,440.00	WCP and SCP) \$57,680.00
7	up to \$55,710.00	\$64,995.00
8	up to \$61,980.00	\$72,310.00
		(200%) \$49,200.00
		(For HWAP) \$57,560.00
		\$65,920.00
		\$74,280.00
		\$82,640.00

For household with more than 8 members, add \$6,270 for 150%, \$7,315 for 175% and \$8,360 for 200% per member.

## CITIZENSHIP

For each household member claiming U.S. Citizenship or Legal Resident Status, proof of this status is required. The following items may be submitted as proof of residency status: **PLEASE DO NOT SEND ORIGINALS**

### Proof of U.S. Citizenship

1. Birth Certificate/Hospital Birth Records
2. Baptismal Records (Only when place and date of birth is shown)
3. Indian Census Record
4. Military Service Record
5. U.S. Passport
6. Verified Citizenship for Ohio Work First (OWF) Program
7. Voter Registration Cards
8. Social Security Cards (that do not include notes regarding work authorization)

### Proof of Legal Resident/Qualified Alien

1. Naturalization Papers/Certifications of Citizenship
2. INS ID Card
3. Alien Registration Cards/Re-entry permits
4. INS Form I-151 or I-551 (Form I-151 will not be valid after August 1, 1993)
5. INS Form I-94 if annotated with either: a) Sections 203(a)(7), 207, 208, 212(d)(5), 243(h), or 241(b)(3) of the Immigration and Nationality Act; or b) One or a combination of the following terms: Refugee, Parolee, or Asylee
6. Permanent Visa
7. INS Form G-641, "Application for verification of Information from INS Records", when annotated at bottom by INS representative as lawful admission for humanitarian reasons
8. Documentation that alien is classified pursuant to Sections: 101(a)(2), 203(a), 204(a)(1)(a), 207, 208, 212(d)(5), 241(b)(3), 243(h), or 244(a)(3), of the Immigration and Nationality Act
9. Court order stating that deportation has been withheld pursuant to Section 241(b)(3) or 243(h) or of the Immigration and Nationality Act
10. INS Form I-688

## PRIVACY ACT NOTICE

DISCLOSURE: The disclosure of Social Security numbers is mandatory to receive Home Energy Assistance Program (HEAP) benefits. AUTHORITY: 45 CFR 96.84 (c); 42 U.S.C. 405(c)(2)(C)(i)

USE: The state will use Social Security numbers in the administration of the Home Energy Assistance Program (HEAP) to verify information supplied on the application to prevent, detect and correct fraud, waste, and abuse. The information is also used to respond to requests for information from agency programs funded by block grants to states for Temporary Assistance for Needy Families or agencies requesting information for child support or to establish paternity. The applicant may be held civilly or criminally liable under federal or state law for knowingly making false or fraudulent statements.

Please tear here and keep instructions for your records

**COMPLETE ONLY ONE APPLICATION PER HOUSEHOLD**

Please complete all items and questions and attach required proof.

*(An incomplete application will delay assistance.)*

Office Use Only
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**PERSONAL INFORMATION SECTION**

Enter the information completely. PLEASE USE DARK BLUE OR BLACK INK

Client Number							

**YOU MUST SIGN THIS APPLICATION TO RECEIVE ASSISTANCE**

PRIMARY APPLICANT/HEAD OF HOUSEHOLD (Please Print or Type)

Social Security Number 		First Name		M.I.	Last Name
Date of Birth Mo.                  Day                  Yr.		Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	US. Citizen/Legal Resident (Qualified Alien) <input type="checkbox"/> Yes <input type="checkbox"/> No		Ohio Job and Family Services Case Number
Check the box that most closely describes the type of building in which you live. (Check only one)					
<input type="checkbox"/> Mobile Home		<input type="checkbox"/> Single-Family		<input type="checkbox"/> Multi-Family Low Rise (3 stories or less)	
				<input type="checkbox"/> Multi-Family High Rise (4 stories or more)	
Current Service Address (no. and street, including route)				Apt/Lot/Unit/Floor	
City		State	Zip Code	Ohio County	
Current Mailing Address (if different above)				Apt/Lot/Unit/Floor	
City		State	Zip Code	Ohio County	
Daytime Telephone including Area Code (                  )		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Other	Email Address		

If you are currently enrolled in PIPP Plus, we will automatically reverify you with this application, if eligible.

- 1) Are you enrolling or re-verifying for PIPP Plus?    Yes    No
- 2) If yes, which utility would you like to enroll or re-verify?    Natural Gas    Electric    Both
- 3) How would your household prefer to be contacted?    Postal Mail    Email

# HOUSEHOLD & INCOME SECTION

**PLEASE READ THESE INSTRUCTIONS CAREFULLY.** Enter the information completely. Including yourself, list the names, relationships, Social Security number(s), date (s) of birth, and gross income of everyone living in your household. **(Attach proof of income, disability and citizenship/legal resident status – see citizenship section on page 2.)** Use a separate sheet if necessary. **Failure to provide the required income documents for the previous 90 days from the application date (12 months is encouraged), will delay the processing of your application. PLEASE DO NOT SEND ORIGINALS.** Individuals 18 or older claiming zero income must provide an explanation on a separate sheet.

Number in Household

Total gross household income for 12 months

Household Member	Relationship to you (i.e. son, daughter, etc.) <b>Self</b>	Social Security Number	Date of Birth	Income Source
Current Month \$	Last 90 days \$	Last 12 Months \$	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Citizen/ Legal Resident (Qualified Alien)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Household Member	Relationship to you (i.e. son, daughter, etc.)	Social Security Number	Date of Birth	Income Source
Current Month \$	Last 90 days \$	Last 12 Months \$	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Citizen/ Legal Resident (Qualified Alien)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Household Member	Relationship to you (i.e. son, daughter, etc.)	Social Security Number	Date of Birth	Income Source
Current Month \$	Last 90 days \$	Last 12 Months \$	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Citizen/ Legal Resident (Qualified Alien)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Household Member	Relationship to you (i.e. son, daughter, etc.)	Social Security Number	Date of Birth	Income Source
Current Month \$	Last 90 days \$	Last 12 Months \$	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Citizen/ Legal Resident (Qualified Alien)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Household Member	Relationship to you (i.e. son, daughter, etc.)	Social Security Number	Date of Birth	Income Source
Current Month \$	Last 90 days \$	Last 12 Months \$	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Citizen/ Legal Resident (Qualified Alien)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Household Member	Relationship to you (i.e. son, daughter, etc.)	Social Security Number	Date of Birth	Income Source
Current Month \$	Last 90 days \$	Last 12 Months \$	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. Citizen/ Legal Resident (Qualified Alien)? <input type="checkbox"/> Yes <input type="checkbox"/> No

4) Income Source (Check the income source(s) for your household) **DOCUMENTATION MUST BE PROVIDED.**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Active Military Pay        | <input type="checkbox"/> Self-Employment | <input type="checkbox"/> Utility Allowance     | <input type="checkbox"/> Total Household consists of <b>Zero/No Income, Odd Jobs or Other Income</b> (If yes, the household must apply for assistance at your Local Delegate Agency. <b>Mailed-in applications will not be accepted.</b> ) |
| <input type="checkbox"/> Child Support              | <input type="checkbox"/> SSDI            | <input type="checkbox"/> VA Disability         |  |
| <input type="checkbox"/> DA (Disability Assistance) | <input type="checkbox"/> SSI             | <input type="checkbox"/> VA Pension            |  |
| <input type="checkbox"/> Employment Disability      | <input type="checkbox"/> Social Security | <input type="checkbox"/> Wages                 |  |
| <input type="checkbox"/> Interest                   | <input type="checkbox"/> TANF/ADC        | <input type="checkbox"/> Workers' Compensation |  |
| <input type="checkbox"/> Pension                    | <input type="checkbox"/> Unemployment    |  |  |

For a list of LDA providers, visit [www.energyhelp.ohio.gov](http://www.energyhelp.ohio.gov).

## UTILITY ACCOUNT INFORMATION

Fill out this section completely, answering every question. Tell us your utility information including the name of your utility company and your utility account number. Include a copy of your most recent utility bill.

5) What is your **MAIN** source of heat? (Check only one)

- Natural Gas   
  Propane or Bottle Gas (L.P. Gas)   
  Fuel oil or Kerosene   
  Coal, Wood or Pellets   
  Electric (Includes baseboard)   
  Other \_\_\_\_\_

Complete this section for your main heating source, including all-electric homes. Give your heating company name and account number below. **A copy of your most recent fuel or heating bill from your current address must be included and should be in the name of the primary applicant.**

Complete this section with your electric company name and account number. **A copy of your most recent electric bill from your current address must be included and should be in the name of the primary applicant.**

If you are currently enrolled for PIPP Plus, we will automatically reverify you with this application, if eligible. Mailing in a HEAP/PIPP Plus application can take 12 to 16 weeks to process.

**If you would like to be removed from PIPP Plus, please call 1-800-282-0880.**

Company/Vendor

Account #

6)  Yes  No Are your heating costs included in your rent?

7)  Yes  No Is the name on your heating bill different from the Applicant's name? If yes, what name is on the bill?

First:  Last:

8)  Yes  No Do you share a main heating source meter with another household?

If you are currently enrolled for PIPP Plus, we will automatically reverify you with this application, if eligible. Mailing in a HEAP/PIPP Plus application can take 12 to 16 weeks to process.

**If you would like to be removed from PIPP Plus, please call 1-800-282-0880.**

Company/Vendor

Account #

9)  Yes  No Are your electric costs included in your rent?

10)  Yes  No Is the name on your heating bill different from the Applicant's name? If yes, what name is on the bill?

First:  Last:

11)  Yes  No Do you share a main electric meter with another household?

## ADDITIONAL INFORMATION ABOUT YOUR HOME

Provide us with information about your home. Fill in every box completely.

12) Do you rent or own your home?  Rent  Own (if own, skip to question 16).

13) Landlord's Name

First and Last Name:	Organization:
Address, City, State and Zip Code:	
Phone Number:	

14)  Yes  No Do you rent a room in someone else's home? If yes, please list all household members' information in HOUSEHOLD & INCOME SECTION.

15)  Yes  No Do you receive rental assistance from the government (i.e. Section 8, HUD, and Metropolitan Housing)?

16)  Number of American Indians in the household (as defined by the U.S. Bureau of Indian Affairs).

**NEXT PAGE ►**

**You must read the terms of agreement and sign the application for HEAP and/or PIPP Plus**

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## Terms of Agreement

- I agree** To pay my Percentage of Income Payment Plan amount for my electric and/or natural gas service every month.
- To go to my Local Delegate Agency or update my application at least once a year to provide updated household information, and income documentation.
- To contact my Local Delegate Agency or the Ohio Development Services Agency (ODSA) to report any changes to my total household income or number of household members.
- To accept any energy efficiency programs offered by ODSA or its designated providers, if eligible.
- To allow my utility companies to release my name, address, telephone number, household member information, amount of my utility usage, and total past due amount to ODSA and agencies that perform weatherization services and/or provide other energy related services.
- To allow ODSA to release my name, address, telephone number, household member information, and current status to the utility companies, HEAP, and other energy assistance providers. And to allow ODSA to share my usage and demographic data with organizations contracted by ODSA that evaluate the programs administered by ODSA.
- I understand** That I will not be re-verified if I owe any PIPP Plus payments. I must make up these payments by the next billing cycle, or the due date given to me by my utility companies.
- That if I do not re-verify my income at least once every 12 months, I will be dropped from PIPP Plus.
- That if I do not make up missed PIPP Plus payments by my stated Anniversary Date, I will be dropped from PIPP Plus.
- That if I make my PIPP Plus payments in-full and on-time every month, I will receive a credit for 1/24th of my total past due amount, and I will not need to pay the difference between my PIPP Payment and my actual billing amount.
- If I reapply for PIPP Plus and I am not eligible, or if I choose to be removed from PIPP Plus, I can enroll in Graduate PIPP Plus for up to 12 months after the date I am removed and still receive credits toward my past due amounts owed on my utility accounts.
- That if I move out of the service area for my gas/electric company I can enroll in the Post PIPP Plus program to make payments on my closed account and receive credits toward the past due amounts.
- That I am legally responsible for all past due amounts on my gas and/or electric accounts and if I am no longer enrolled in PIPP Plus, the past due amounts will become due. If these past due amounts are not paid in-full, the utility companies may use any standard means of collection for the past due amounts on my accounts.**

## GENERAL AUTHORIZATION

An applicant who provides inaccurate income or household composition information risks: being dropped from PIPP Plus and/or other energy assistance programs; being ineligible to reapply for 24 months; having arrearage credits added back on to their utility bill; and/or receiving a bill from their utility (ies) for the full account balance.

I authorize the Tax Commissioner of the Ohio Department of Taxation or any agent or employee designated by the Tax Commissioner of the Ohio Department of Taxation as well as the Director of the Ohio Development Services Agency or any designated agent or employee of the Director, or the Director of the Ohio Department of Jobs and Family Services or any designated agent or employee of the Director, to disclose to the Director of the Ohio Development Services Agency or any designated agent or employee of the Director, or to the Tax Commissioner of the Ohio Department of Taxation, or any agent or employee designated by the Tax Commissioner, all of my state of Ohio income tax information. The applicant expressly waives notice of the disclosure(s). The applicant expressly waives the confidentiality provisions of the Ohio Revised Code which might otherwise prohibit disclosure and agrees to hold the Ohio Department of Taxation, the Ohio Development Services Agency, and the Ohio Department of Jobs and Family Services, and their respective agents and employees harmless with respect to the disclosures herein. This authorization is to be liberally construed and interpreted; any ambiguity shall be resolved in favor of the Tax Commissioner of the Ohio Department of Taxation, the Director of the Ohio Development Services Agency, and the Director of the Ohio Department of Jobs and Family Services.

I understand that by signing this application, I grant the Ohio Development Services Agency, or its authorized providers, access to my bank, employment, public assistance, utility company or other records needed for verification and evaluation of services. I further grant Ohio Development Services Agency, or its authorized providers, access to any information that I have provided to any other state agency, including but not limited to income information regarding requests for public assistance. I understand that filling out this application does not guarantee that my household will receive assistance. If I am or become a PIPP Plus customer I understand that I may be included in a group for which electric service is purchased in common. I understand that any authorized provider may rescind an approved payment if information is acquired which determines that my household is not eligible for services according to the rules of each program. I understand that I have the right to appeal within 60 days of a written determination of services or assistance. I also understand that I have the right to request a state hearing within 90 days of a written determination. I certify that the information I have provided in this application is, to the best of my knowledge, a true, accurate and complete disclosure of the requested information. I understand that I may be held civilly and criminally liable under federal and state laws for knowingly making false or fraudulent statements.

I declare under penalty of perjury that the information submitted in this application is true and correct.

### PLEASE SIGN AND MAIL APPLICATION TO:

Office of Community Assistance, Home Energy Assistance Program  
P.O. Box 1240, Columbus, Ohio 43216

X Sign Here \_\_\_\_\_ Application Date \_\_\_\_\_