

HOUSEHOLD MEMBERS Complete the information below for yourself and ALL persons living in your home, whether or not you share living expenses, even if they are not related to you or are only temporarily living with you. Attach another sheet, if necessary. **PLEASE PRINT**



You must attach proof of identification (copies) for all persons listed as Household Members

Name (First, MI, & Last) (List yourself first and then ALL household members)	Relationship to You Ex: Spouse, Child, Foster, Other	Date of Birth	Race	Gender	Social Security Number	Disabled	Medicaid	Health Insurance	TANF/POWER	SNAP (Food Stamps)	U.S. Citizen		Registered Alien	
						Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
	SELF													

STUDENTS IN THE HOUSEHOLD If anyone in the household is a **College student** that has no income provide proof of full time class registration. If anyone in the household that is 18 or older is a **High School student** provide proof of school attendance. If anyone in the household is a **High School student** and is working provide proof of school attendance.

List all persons in the home who are <u>currently</u> attending High School, College or Technical School.		
Name of Student	High School	College/Technical
Age	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Age	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Age	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Do you **OWN** your home? If Yes, is it: Frame Mobile RV (permanently parked)

Do you **RENT**? Yes No (If yes, please have your landlord complete the LIEAP Rental Verification form)

Are you receiving Rental Assistance? Yes No

If you are receiving housing/rental assistance please attach the Total Tenant Payment (TTP) form showing utility allowance from your local Housing Authority office.



Please attach a recent copy of your MAIN heating source bill and your ELECTRIC bill.

What is the MAIN heating source used to heat the residence? This is the fuel the heat system uses to heat the home, not the power source needed to turn on the furnace.

Natural Gas Propane Electricity Wood/Pellets Coal Home Heating Oil

Name of fuel provider: _____ Billing account number: _____

We also need to know about your ELECTRIC.

Name of fuel provider: _____ Billing account number: _____

FINANCIAL INFORMATION you **must** attach proof of ALL GROSS INCOME (amount before deductions). Examples of income include, but are not limited to; employment, self-employment, Social Security Retirement/Disability, Pensions, Worker's Compensation, Unemployment, Alimony, VA Benefits **Refer to the Instructions page for assistance**

Complete the following for ALL household members:

Household Member Receiving Income	Type of Income/Place of Employment	How often paid?	Total Gross Monthly Income

UNEMPLOYED: If anyone in the household is **unemployed and between the ages of 18-50**, please provide a completed and signed workforce registration form from the Wyoming Workforce Services. If you are receiving unemployment benefits attach a copy of your unemployment benefit report.

NO INCOME: If there is **no income** in your household, provide a statement below explaining how expenses are being paid. **We will not complete the processing of your application without this information.**

DO ANY OF THESE APPLY TO YOU? Complete, attached supporting documentation and submit your application **immediately**.

- Non-working furnace/boiler/heat system
Contact your landlord immediately if you don't own the home.
- Disconnected – your fuel supplier has **ALREADY** turned off your electricity or gas.
Attach copy of disconnect/shutoff notice.
- Disconnect Notice - your fuel supplier has **not** turned off your electricity or gas, but is warning you they will if your bill is not paid.
Attach copy of disconnect/shutoff notice.
- Need utility/fuel deposit Attach **letter, dated on or after October 1st, from utility provider or fuel supplier with the dollar amount and reason the deposit is needed.**
- Out of fuel (propane, wood, pellets, coal, oil)
- Less than 25% fuel remaining (propane, wood, pellets, coal, oil)
- Propane tank set

HOUSEHOLD MEMBERS Check all that apply to the members of your household.

- Children aged 0-2 years
- Children aged 3-5 years
- Employed
Names: _____
- Person 60 years or older
- Unemployed
Names: _____
- Received LIEAP last year
- Handicapped or disabled
Names: _____
- Received Weatherization
Date weatherization occurred: _____

HEALTH CONDITIONS

Are there any known or suspected health concerns for a member of your household that we should be aware of?

Check all that apply:

- Allergies
- Breathing problems
- Eyesight problems
- Hearing problems
- Skin problems
- Mobility problems
- Headaches
- Dizzy spells
- Household member with a contagious disease/condition
- Household member with a mental health condition
- Household member on oxygen
- Lack of Health Insurance

LIVING ARRANGEMENTS: Check the item that best describes where you live:

- House
- Duplex/Triplex/Fourplex
- Townhouse
- Apartment/Condo
- Mobile home
- RV (permanently parked)
- Van/Car
- Rooming/Boarding house
- Other _____

If you are a renter in an apartment complex, what is the name of the complex and approximately how many units are there? _____

Do any of the following home conditions exist? Check all that apply:

- Heating system issues
- Electrical issues
- Structural issues
- Odors
- Mold/moisture
- Under current quarantine
- Excess clutter/accessibility issues
- Pests

The year, make and model of your furnace/boiler/heat system? _____

By signing below, I acknowledge that I have READ and AGREE with the Applicant Rights and Responsibilities on page 9 and 10.

My signature grants permission to the Wyoming Department of Family Services or entities it has authorized to (a) verify any information concerning residence (ownership or rental) employment, income resources, energy supply, service address, household size, identification, housing type, and utility provider/fuel supplier which you have given concerning this request for assistance; (b) obtain any information needed concerning heating costs and usage; and (c) complete any survey in connection with energy assistance.

By my signature on the application, I authorize the release of information to approved agencies, which provide energy and/or weatherization assistance for which I may be eligible. I also swear/affirm that all information contained in the application is true, correct, and complete, to the best of my ability, knowledge, and belief.

I certify that Wyoming is my legal residence; I am the legal owner of this residence; or that I will provide the *LIEAP Rental Verification* form signed by the true owner or their authorized agent or manager; and that I live in my residence during the program year and heating season. I authorize that this dwelling may be weatherized in accordance with the guidelines and procedures established by the U.S. Department of Energy and the State of Wyoming. I understand that the dwelling for this LIEAP application can be weatherized one time.

I authorize any person having custody or knowledge of information relating to myself and members of my household to furnish any requested information, including confidential information, to any duly authorized agent of the Wyoming Department of Family Services or employee of Align. This information is to be used only for the purpose of determining eligibility for the programs for which I am applying. I also agree to provide information necessary to verify any statement given on this application. This release is valid from the date I sign this application and shall remain valid until revoked by me, in writing. A copy of this authorization is as valid as the original.

I certify, under penalty of perjury, the truth of the information contained in this application, including the information concerning citizenship and immigration status provided for all people living in my home. I declare that the information given in this application is true and correct. I understand the penalty for providing false information is a fine no more than a \$15,000; or not more than 5 years imprisonment; or both. Consent is given for any person, agency, or institution to supply information to the Wyoming Department of Family Services about me, my family, or individuals listed on this application and to allow inspection and copying of records about me or my family by any representative of the Department. I also authorize the Department to openly discuss and share all information regarding my case with my Authorized Representative should I elect to appoint one. I hereby authorize release of information concerning my LIEAP application and benefits to my utility provider and/or fuel supplier as necessary for payment, to prevent shutoff, or to obtain fuel consumption, fuel usage, fuel type, annual fuel cost, and payment history data for LIEAP and/or weatherization purposes.

UNSIGNED APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED FOR REQUIRED SIGNATURES.

All household members that are 18 years of age or older, including you, must sign and date below.

Attach another sheet, if necessary.

Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:

RENTAL VERIFICATION

Your LANDLORD must complete this information

Instructions to LANDLORD (property manager/agent): *(If the client owns their mobile home and electricity is included in their lot rent, please disregard this form).* Please answer each question below; check appropriate areas; sign and date below. **THIS IS NOT A CONTRACT OR LEASE.** If necessary, someone may contact you for additional information. Be sure to read this form carefully before completing and signing it. Anyone who makes false statements to obtain or help another person obtain assistance, for which they are not eligible, is subject to penalties under the laws of the State of Wyoming. Completion of this Rental Verification form is required to be considered for LIEAP and WAP program approval. I also authorize the Department to openly discuss and share all information regarding a client’s case with the client’s Authorized Representative should client elect to appoint one. Supplier hereby authorizes release of information concerning LIEAP application and benefits as necessary for payment, to prevent shutoff, or to obtain fuel consumption, fuel usage, fuel type, annual fuel cost, and payment history data for LIEAP and/or weatherization purposes.

Name of Tenant: _____ Rental Address: _____
(Include Apartment or Lot Number)

1. Do you as a Landlord provide a Utility Allowance in the lease agreement? Yes No
If yes, amount of Utility Allowance \$ _____
2. Do you as a Landlord receive a rent payment from Section 8 housing? Yes No
If yes, renter must provide a Total Tennant Payment (TTP) showing Utility Allowance from housing authority.
3. Is the rental unit government subsidized housing? Yes No
4. What is the **Main** heating source? This is the fuel the heat system uses to heat the home, **not** the power source needed to turn on the furnace.
 Natural Gas Propane Electricity Wood/Pellets Coal Home Heating Oil
5. Does the **renter pay** the **Main** heating source utility bill? Yes No
6. Does **Rent include** the following utilities **paid for by the landlord and not reimbursed by tenant:**
Check ALL that apply:
 Natural Gas Propane Electricity Wood/Pellets Coal Home Heating Oil

Landlord (property manager/agent) Name (Please Print) _____

Landlord (property manager/agent) Address _____ Phone: _____

Landlord (property manager/agent) Signature _____ Date: _____

Questions? Call 1-800-246-4221

INSTRUCTIONS

1. Complete **all** sections of the application.
2. All household members that are 18 years of age or older, including you, must sign and date.
3. Gather the following items to submit with your application:
 - A copy of your **recent main heating bill and your electric bill**. The bill(s) or statement(s) must show the service address, account number, and name.
 - If you **rent**, your Landlord needs to complete the *LIEAP Rental Verification* form.
 - If you receive rental assistance, we must receive a printout from your local Housing Authority office showing the utility allowance.
 - Provide proof of **GROSS income** for everyone in the household; the three most recent consecutive pay stubs for each person in the household; or an *Employer Statement* form, which you can get from Align.
 - If anyone in the household receives **Social Security** benefits: provide a copy of the Social Security benefit award letter, bank statement(s) showing automatic deposit(s) or *Tax Form SSA – 1099 Social Security Benefit Statement*.
 - If anyone in the household receives **pensions, retirements, and/or annuities**: provide a copy of the benefit letter or tax form 1099. (A bank statement cannot be accepted.)
 - If anyone in the household is **self-employed** provide a copy of the most recent self-employment tax return forms and appropriate *Schedule* or a *Profit and Loss Statement* (prepared by you, a tax advisor or an accountant).
 - Provide proof if anyone in the household receives **Income** from Alimony/Spousal Maintenance, POWER/TANF benefits, Unemployment Benefits, Veteran’s Benefits, Workers’ Compensation/Disability/Illness benefits.
 - If money is received from others, include a letter from the person(s) stating frequency and amount.
 - If there is **no income** in your household, provide a statement explaining how expenses are being paid OR complete a *LIEAP Self Declaration of Zero Income* form, which you can get from Align.
 - If anyone in the household is **unemployed**, please provide a completed and signed workforce registration form from the Wyoming Workforce Services. If you are receiving unemployment benefits attach a copy of your unemployment benefit report.
 - Proof of **identification** for all NEW household members, which may be a copy of just one of the following: Driver’s license, social security card, birth certificate, medical insurance card, military ID, State issued ID, Passport, current school record(s) or school ID, permanent resident card, registered alien card, crib card.
 - If anyone in the household is a **College student** that has no income provide proof of full time class registration.
 - If anyone in the household that is 18 or older is a **High School student** provide proof of school attendance.
 - If anyone in the household is a **High School student** and is working provide proof of school attendance.
 - If you appoint an **authorized representative** provide a copy of their identification and complete the authorized representative portion of the application on page 1.
4. Submit completed application with ALL supporting documents by any of the following ways:

Mail: PO Box 827, Cheyenne, WY 82003
Fax: 307-778-3943
Email: Lieapinfo@TheAlignTeam.org
Local Office: 1401 Airport Parkway Suite 300, Cheyenne, WY 82001

APPLICANT RIGHTS AND RESPONSIBILITIES

1. LOW-INCOME ENERGY ASSISTANCE (LIEAP)

LIEAP pays heat costs directly to a utility provider or fuel supplier. The amount of energy assistance you are approved for will be applied to heating charges from the monthly natural gas or electric meter read dates occurring within the Wyoming LIEAP season. For propane, wood, coal, or heating oil the amount of energy assistance you are approved for will be applied to heating charges resulting from fills occurring within the Wyoming LIEAP season.

Heating assistance cannot be used: to pay heating bills for non-residential buildings such as a shop, studio, garage or business; to fill extra storage tanks; as a “credit” for fuel to be delivered after the season ends; or to pay late fees, collection fees or other financial penalties. You may receive LIEAP benefits in only one household during the season. State LIEAP and Tribal LIEAP cannot be received in the same season.

LIEAP benefits are not intended to pay for all heating costs. Costs owed (to a utility provider/fuel supplier or landlord after LIEAP benefits have been applied as applicable) are your responsibility. LIEAP benefits are seasonal and must be applied for each season. Any LIEAP benefit you don’t use in the season will revert back to the State to be distributed to eligible applicants during the next LIEAP season. Remaining benefits are not disbursed to you as cash or credit on fuel.

The program’s top priority is given to households whose members are elderly (age 60 or older) or disabled, and are home to children under age six. Therefore these households are mailed applications first. The second priority is applications for households in remote areas whose main source of heat is a non-regulated fuel (propane, wood, coal, or heating oil). The program’s third priority is given to households whose main source of heat is regulated fuel (natural gas and electric).

2. WEATHERIZATION ASSISTANCE PROGRAM (WAP)

WAP is designed to help low-income households overcome the high costs of energy by making their homes more energy efficient. Priority is given to households with elderly (age 60 or older), or disabled members, or are home to children under age six. All weatherization work is based on a thorough energy audit of the home. Households are placed on a waiting list using a priority point system. Approval for LIEAP/WAP does not guarantee that weatherization services will be received. A Weatherization Agency **may** contact you. The residence must not be expected to be offered for sale or rent within the next twelve (12) months. A Department of Energy related program must not have already provided weatherization assistance to this residence.

It is your responsibility to contact the appropriate weatherization agency about any problems or concerns with the work done to your home within twelve (12) months from the date that the work was completed. You further understand that it is best to report problems within thirty (30) to sixty (60) days to ensure a prompt and satisfactory resolution. You must meet the requirements for LIEAP to be eligible for the Weather Assistance Program (WAP). WAP is provided at no cost to you to help reduce energy costs.

Weatherization Offices Phone Numbers:

Casper 307-235-9007	Riverton 307-856-9077	Thayne/Afton 307-883-6200
Gillette & Northeast 307-686-2730	Green River 307-875-1890	Worland 307-347-2200
Laramie/Cheyenne/Rawlins 307-638-2356	Torrington 307-532-2287	Powell 307-754-2844

3. PROGRAM DATES

Application processing will begin **October 1st, 2016**. The last day to submit an application for LIEAP is **February 28, 2017**. Consideration for the Weatherization Assistance Program (WAP) is available year round, therefore Applications received after **February 28** will be reviewed for consideration for WAP. Applications are processed in the order in which they are received.

4. ENERGY EMERGENCY INTERVENTION ASSISTANCE FOR SPECIAL SITUATIONS

If you are at risk for a heat loss emergency, such as a shutoff or pending shutoff, or non-working furnace/boiler/heat system, select the situation that applies to you on the application. Assistance is handled on a case-by-case basis.

5.DISCRIMINATION ACT

The application presented by the applicant will be considered without regard to race, color, sex, age, handicap, religion, national origin, marital status, or political belief. If you believe you have been discriminated against, you can file a complaint with the Department of Family Services. We do, however, need an indication of race, marital status, sex, and disability for statistical purposes.

6.PRIVACY ACT INFORMATION

Information requested on the application is required in order to determine eligibility and to comply with other program requirements. Records are maintained for review, analysis, research, and evaluation by the State of Wyoming, Federal Agencies, and their authorized representatives. Information provided is kept confidential, except that DFS may disclose the information without your consent, in the following instances:

- a. To federal, state, or local authorities who are responsible for administering or enforcing the regulations of the program for which you apply or receive benefits: these authorities may begin an investigation or bring civil or criminal action on the basis of the information they receive regarding your case.
- b. To a court, judge, or other administrative legal body, when the information is required in a civil or criminal proceeding.

7.AUTHORITY TO REQUIRE SOCIAL SECURITY NUMBER AND COMPUTER MATCHING

The applicant is not required to provide a Social Security Number (SSN) for all household members when applying for LIEAP and WAP benefits, but it is strongly encouraged. Providing this may expedite the processing of your application. The information you report will be verified by computer matching using social security numbers. Align will compare information on the application with information on record with the Department of Family Services. All persons listed on the application will be included whether or not they receive benefits. Outside sources and/or your household members will be asked to verify inconsistent information. The information received may affect your eligibility and benefits.

8.INCOME GUIDELINES FOR 2016/2017

FAMILY SIZE	MONTHLY	ANNUAL	FAMILY SIZE	MONTHLY	ANNUAL
1	\$2,122	\$25,469	9	\$5,755	\$69,060
2	\$2,776	\$33,306	10	\$5,877	\$70,530
3	\$3,429	\$41,142	11	\$6,000	\$71,999
4	\$4,082	\$48,979	12	\$6,122	\$73,469
5	\$4,735	\$56,816	13	\$6,245	\$74,938
6	\$5,388	\$64,652	14	\$6,367	\$76,407
7	\$5,510	\$66,122	15	\$6,490	\$77,877
8	\$5,633	\$67,591			

9.FAIR HEARING

If the application is not acted upon within 45 days of receipt of all documentation without good cause, you may request a fair hearing within 10 days from the time that 45 day period ends.

If your application is denied, you must first request a Local Conference with Align within 10 days of the date of denial. This request must be in writing. Align is providing services for LIEAP for the State of Wyoming.

If issues are unresolved after Align's local conference, you may request an administrative hearing to be conducted by the State Program Manager. This request must be in writing. If issues are unresolved after administrative hearing, you may request a fair hearing. A written request must be submitted within 10 days of the State Program Manager's administrative hearing result. For more information regarding the fair hearing and local conference process you may call Align at 1-800-246-4221. If you do not have a phone, you may mail Align at PO Box 827, Cheyenne WY 82003.