

INSTRUCTIONS FOR COMPLETING 2011-2012 MINNESOTA ENERGY PROGRAMS APPLICATION

These instructions help you complete your 2011-2012 Energy Assistance Programs Application. The application is used to apply for the Energy Assistance Program, Weatherization Assistance Program and the Conservation Improvement Program.

The Minnesota Energy Programs Application is available in Spanish or in large print by asking for the application from your EAP Service Provider or by printing from www.energy.mn.gov.

To apply for Energy Assistance Programs, you must send us:

- The completed application with all questions answered and the last page signed and dated.
- Copies of proof of income for each household member for the past three calendar months.
- A copy of your last heating bill and the last electric bill you received.
- A copy of your last fuel receipt if you use delivered fuel for heating.

Failure to provide required documents may result in delay or denial of your application.

PART 1. Personal Information: Fill in your Social Security Number (SSN), name, address, phone number, and contact information. If the **primary household member/applicant** does not provide a verifiable SSN, your application cannot be processed. Contact your local EAP Service Provider if no one in your household is able to provide an SSN. An alternative legal document number may be allowable.

Authorized Representative: An "Authorized Representative" is someone you give permission (in writing) to act for you for these programs. This person receives your energy assistance program mail if you include their address on the application.

PART 2. Household Information: Fill in all the information for everyone living in your household. ALL people living in the home are household members if they share the kitchen or other living areas in the home. Live-in Care Providers may be excluded as household members with documentation from a health care provider that daily medical care is required.

The Social Security Number for other persons in the household is requested (optional). Non-custodial parents may include their minor children under age 18 as household members.

Sources of Income and Other Assistance:

- Mark (x) all sources of income for all members of your household.
- Report all income and all money received by each household member in the last 3 months.
- Attach copies of proof of income for each person living in the household for the previous 3 full calendar months prior to the month you apply.

Proof of Income by type:

- **Employed:** Check stubs or a written statement signed by your employer stating gross wages.
- **MFIP, DWP, MSA, GA:** Statement showing monthly grant awards or bank statements.
- **Spousal Support or Alimony:** Checks, bank deposits, divorce decree or a note signed by the payer stating the amount and dates of received payments.
- **Disability Payments, Veteran's Benefits, Workers' Compensation, Social Security, RSDI and SSI:** Award letters, bank statements showing direct deposits or copies of the check(s).
- **Unemployment Compensation:** Unemployment weekly benefit computer printout from <http://www.uimn.org>. Click on "Log in to My Account" and log in, go to "View and Maintain My Account", then "Payment Information", and enter date range for the last four months.
- **Self Employed, Farm, and Rental Income:** Last year's Federal Tax Return. If you did not file taxes or you have been self-employed less than two years, call your EAP Service Provider and request that a form be sent to you. Enter the date your business started in the space provided on page two of the application.
- **Interest, Dividend:** Bank statements or your IRS-1099 or IRS 1040.
- **Retirement Income:** Benefit checks/stubs, bank statements or award letter.
- **Pensions and annuities:** Benefit checks/stubs, bank statements or award letter.
- **Tribal Bonus, Judgments or Per Capita Payments:** Benefit checks/stubs, bank statements or award letter.
- **No Income:** If your household has no income and no one is self-employed, call your EAP Service Provider for a no income form to complete and send with your application.

(Please send copies of your proofs of income. Originals will not be returned.)

PART 3. Housing Information: Check the type of housing you live in, how long you have lived there and your monthly payment. If you are a **renter**, tell us if you receive a housing subsidy, whether you pay heat or electricity and your landlord's name, phone number and address.

You are a homeowner if you own, are buying your home, have a home mortgage or contract for deed.

Homeowners: If you have a furnace heating problem, we may be able to provide repair services.

Self-employed: If your residence is used for work or you rent out space in your home, complete this section.

PART 4. Heating Sources: Put "1" by the heating fuel you use the most and "2" by all other heating fuels.

- If your home is heated with more than one type of heating fuel, mark all boxes that apply.
- If you use **Electric heat as a heating source**, it must provide most or all the heat to one or more rooms (excluding bathrooms) or provide heat to the entire home. Electric is not a heat source if used just to run the fan in the furnace or the thermostat.
- Wood, corn, pellet or other biofuel users: Enter the number of bedrooms in your home. Do you cut or grow your own wood, corn, pellets or other biofuel? Show how much of your heat it provides.
- Enter the name of the heating and electric company providing energy to your home.
- Include the name on the account **and** the account number.

PART 5. Local Questions: Please complete if the local EAP Service Provider has included questions.

PART 6. Permissions and Signature: Read the permissions carefully. The application must be signed by an adult. Print your name, sign and date the application. Return the application to your local EAP office.

Applications must be received within 60 days of the date signed and must be postmarked or received no later than May 31, 2012.

- ANY missing information may delay decisions regarding your eligibility and benefit amount.
- Your local EAP Service Provider may be able to help you pay your past due energy bills and/or arrange a monthly payment plan with your vendor.
- Your application will be processed as quickly as possible. You will be notified by letter when your application is completed.

Important Notice:

The Energy Assistance Program may provide eligible households with energy crisis assistance. Write down the name and phone number of your local EAP Service Provider and call them if:

- Your energy services are or will be shut-off,
- You are unable to get a delivery of fuel, or
- You own your home and your furnace is not working.

Weatherization Income Eligibility Guidelines

You may be eligible for weatherization if your income exceeds the Energy Assistance Program limits. Weatherization is an energy efficiency program provided at no cost to you. Income eligibility for weatherization is 200% of the Federal Poverty Income Guidelines. Three-month income limits for Weatherization Assistance are listed to the right. For each additional household member, add \$1,910 to the three-month eligibility income.

* Guidelines are subject to change based on federal adjustments.

Weatherization Program Income Eligibility Guidelines*	
Household	
Size	Income
1	\$ 5,445
2	\$ 7,355
3	\$ 9,265
4	\$11,175
5	\$13,085

Cold Weather Rule Protection If you use natural gas or electricity to heat your home or you need electricity to operate your thermostat or furnace fan, you may be eligible for Cold Weather Rule protection.

- The Cold Weather Rule helps restart your service for the heating season and keep your heat on between October 15 and April 15.
- To get Cold Weather Rule protection, you **MUST** contact your energy companies and make and keep a payment plan. If you miss a payment, you lose your protection and you could lose your heat.
- If you receive energy assistance, you pre-qualify for Cold Weather Rule protection. Energy assistance does not replace what you need to pay.
- Local EAP Service Provider staff can help you make a reasonable payment plan with your energy companies.