# IMPORTANT NOTICE

### **How to Apply for the Energy Assistance Program (EAP)**

Submit a completed application (to include the name, date of birth and Social Security Numbers for **EVERY PERSON** who lives in your home) with the following verification:

- 1. Proof of identity for the head of household (such as a driver's license, government issued I.D., school I.D., etc.) and;
- 2. Proof of citizenship or legal status if born outside of the United States and;
- 3. Proof of where you live:
  - **a.** Provide a **complete** copy of your rental/lease agreement (listing all persons in your home) and the signature page, **or**
  - **b.** a copy of your mortgage statement **and**;
- 4. Provide a copy of most recent heating/cooling bills **and**;
- 5. When the utility bill is not in the applicant's name, proof of identity for the individual listed on the utility bill is required along with written authorization for the applicant to apply, that includes their address, phone number and signature **and**;
- 6. Proof of **ALL** income for **EVERY PERSON** in the household for at least the last thirty (30) days.

**Examples of types of income:** Employment, child support, social security, Veterans benefits, retirement, public assistance, utility reimbursements, unemployment insurance, interest income, money from family and/or friends, or organizations, educational scholarships and/or grants, etc.

Note: If the employed individual is working through an employment agency, provide proof of the last 12 months of earned income.

7. If the household expenses exceed the household income, proof of how the household is meeting their needs.

# \*\*FAILURE TO PROVIDE THIS INFORMATION MAY DELAY THE PROCESSING OF YOUR APPLICATION. \*\*

Prior year recipients may not reapply until approximately 11 months after they received their last benefit.

Applications are processed in the order in which they are received. Applicants will receive a notice of decision once an eligibility determination has been made.

## Please mail or fax your application and verifications to:

Energy Assistance Program 2527 N. Carson St., #260 Carson City, NV 89706

Fax: (775) 684-0740

Energy Assistance Program 3330 E. Flamingo Rd., #55 Las Vegas, NV 89121 Fax: (702) 486-1441

7/20

#### **Division of Welfare and Supportive Services**

# ENERGY ASSISTANCE APPLICATION

The **Energy Assistance Program** (**EAP**) is designed to help eligible Nevada households with their annual heating and electric costs.

#### \* INCOME REQUIREMENTS \*

The total gross monthly income of all household members may not exceed the amounts shown in the chart below.

YOUR HOUSEHOLD'S GROSS MONTHLY INCOME MAY NOT EXCEED:						
Persons in Home	Annual Income	Monthly Income	Persons in Home	Annual Income	Monthly Income	
1	\$19,140	\$1,595	5	\$46,020	\$3,835	
2	\$25,860	\$2,155	6	\$52,740	\$4,395	
3	\$32,580	\$2,715	7	\$59,460	\$4,955	
4	\$39,300	\$3,275	8	\$66,180	\$5,515	

(For families/households with more than 8 persons, add \$6,720 to the annual income for each additional person).

Households with a chronic or long term illness, who pay out of pocket medical expenses and whose gross income exceeds the income guidelines may have their countable income reduced by verified qualifying expenses.

#### \* BENEFITS \*

Eligible households receive an annual one-time-per-year benefit called a "fixed annual credit" customarily paid directly to their energy provider(s). The benefit shows as a credit on the bill.

MINIMUM PAYMENT – The minimum yearly payment for eligible households is \$240.

#### \* WHEN TO APPLY \*

- → If your family is not currently on the program and you meet the income requirements, apply **NOW**.
- → If you received a benefit during the past 12 months, a notice will be mailed to you when it is time to reapply. If you submit an application prior to the date you're eligible to reapply, the application will be denied.

#### \* WHAT DO I NEED? \*

Submit a completed EAP application with <u>the required verification</u>. Suggested income verifications are noted on the back of this page. To get answers to other questions, call:

Reno/Carson City (775) 684-0730 Las Vegas (702) 486-1404 Toll Free (800) 992-0900

Visit our website at: <a href="http://dwss.nv.gov">http://dwss.nv.gov</a> for more information on the program requirements.

You can find information about the Weatherization Assistance Program at:

http://housing.nv.gov/programs/Weatheriztion/

### DOCUMENTATION EXAMPLES OF REQUIRED PROOF OF INCOME

All documentation sent with your application can be either originals or photocopies. If you are unable to photocopy the originals, our office will copy the material and if requested we will send it back after your case has been processed.

Earned Income: Includes income from employment, self-employment (see below), child care services, house cleaning, and/or any service for which you are paid. Provide copies of check stubs (if paid in cash, a statement from the person who paid you for a service) for at least the last thirty (30) consecutive days. If paid weekly – 4 check stubs; paid bi-weekly or semi-monthly – 2 check stubs. If you do not have check stubs, a signed and dated statement on letterhead from your employer stating your gross income for the last thirty (30) days and how often you get paid, is acceptable. If working through an employment agency or on-call provide proof of the last 12 months of income.

<u>Self-Employment/Non-Profit Business Income</u>: May include profit and loss statements signed by the applicant detailing gross income and expenses (receipts must be provided for deductions) during the last 12 months, a copy of the sales tax statement showing gross net proceeds, financial statements, a loan application listing income and expenses for the last 12 months, or DWSS Form 2011 that includes receipts for allowable deductions. Allowable deductions include: cost of goods sold, supplies and materials, advertising, accounting and legal fees, wages paid to employees, office space rent/mortgage, telephone, utilities, transportation costs necessary to produce income, etc.

<u>Unearned Income</u>: Includes income from the Social Security Administration, Veterans Administration, pensions, disability, military service, unemployment, child support, alimony, interest, dividends, regular insurance or annuity payments. If you are receiving *Social Security, SSI, Veterans Benefits, pensions, disability income, military income or unemployment*: provide copies of the benefit verification form or award letter for the current year showing any cost of living raises. If you are receiving *child support/alimony income*: provide a copy of divorce decree/separation/settlement agreement, or dated letter from the person paying the support (to include name, address and phone number), or a copy of the last check/statement from the child support enforcement agency. If you are receiving *interest income/dividends*: provide 12 months of bank account statements, certificates of deposit or other documentation that contains details and is signed by the financial institution, or a broker's quarterly statement showing earnings.

<u>Cash Contributions and/ or Recurring Gifts</u>: If someone is helping you pay your expenses **or** is giving you money: provide a signed statement from each person that includes their name, address, phone number, if the assistance will continue, and the amount provided to you during the last six months. Provide a signed and dated statement by the person providing the money indicating the amount of support, how often it is paid, when the arrangement began, and whether it is paid directly to a vendor or in cash to you. The statement must include the contributor's printed name, address(es), and phone number(s).

Student Income: Includes ALL scholarships and grants, e.g., Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Veterans Administration educational benefits, etc. Please provide written confirmation of the amount of assistance, and the educational institution's written confirmation of the cost for the prior two (2) semesters and summer school (if applicable) of the student's tuition, fees, books and equipment. If benefits are paid directly to the student, copies of the latest benefit checks or canceled checks or receipts for tuition, fees, books, and equipment are acceptable.

**Public Assistance Income**: Includes but is not limited to TANF, county general assistance, Clark County Social Services, or American Indian/Alaska Native General Assistance. Provide a written statement from the public agency with the amount paid during the last month, or a copy of the award letter or check.

PLEASE NOTE: 1099 and W-2 forms by themselves are not acceptable as proof of income.

# DIVISION OF WELFARE AND SUPPORTIVE SERVICES **ENERGY ASSISTANCE PROGRAM**

#### MAIL OR FAX YOUR APPLICATION TO ONE OF THE OFFICES LISTED BELOW

#### LAS VEGAS / NORTH LAS VEGAS

#### OFFICE FOR ALL OTHER AREAS

3330 E. Flamingo Rd., #55, Las Vegas, NV 89121 Telephone: (702) 486-1404 Fax: (702) 486-1441 2527 N. Carson Street, Suite 260, Carson City, NV 89706 Telephone: (775) 684-0730 Fax: (775) 684-0740

### APPLICATION FOR ASSISTANCE

Please complete every section and answer each question. Sign the application and the Rights and Obligations form. Failure to complete all sections and questions and/or sign the application and Rights and Obligations, OR provide the requested documentation noted on the application, will delay processing your application and may result in your application being denied.

A. Al	PPLICANT/H	OUSE	HOLD INFO	RMA	TION	<u> </u>			
Complete the following for every person liv on the application should be the applicant (									
Name (Last, First, Middle) (Jr., Sr., III)	Relationship to You	S E X M/F	Date of Birth (mm/dd/yy)	A G E	U.S. C or Eli *Non- Yes		Disal Yes	bled No	Social Security Number
X- 7- 7	SELF		( )						
	2221								
Are there additional people in your home?	☐ YES ☐ NO	)	If "YES," li	ist the	m on a	senara	te she	et of n	aner
Home Address (include apartment or unit number		•	Cit		011 4	- Puru		tate	Zip
Mailing Address (If different from your home address.)  City State Zip						Zip			
Home Phone Day	/Message/Cell Pho	one	E-mail	Addr	ess				
*List the names of non-citizen household  *Provide copies of the front and back of							ates:		
•			NFORMATI		11				
Renters: Provide a complete signed copy in the home(s). If subsidized, provide sign Buyers/Owners: Provide copy of mortga	of rent or lease ned Housing doci ge statement, or	agreen uments proof o	nent dated withi listing every pe of payoff, or cur	n the rson t rent t	in the h ax info	ome, r rmatio	rent ar n.	id util	ity rebate.
1. Dwelling Type:									
Duplex Motel/Hotel Studio Travel Trailer Other:									
2. Dwelling Cost: Rent \$ Subsidized Rent \$ Space Rent \$ Space Rent \$ Own When did you pay off your mortgage?									
3. Rent/Buyers only: Landlord, Project/Complex, Mortgage Company Name:									
Address: Telephone No.: ()									
4. Do you reside in subsidized housing where heating and electric are included in the rent?  \[ \subseteq \text{YES} \] NO									
IF YES, select all that apply:	_								
	C. HELP	US BE	TTER SERV	E 07	HERS	5			

	D. UTILITY I	NFORMAT	ION			
ELECTRIC SE (Attach Copy of Check one that applies:  Receive bill from utility company Electric service included in rent/re Pay separate bill to landlord for e	of Bill) y mortgage	☐ Natural ☐ Kerosen Check one ☐ Receive ☐ Heating	(Attanary heating so Gas	tric	f Bill) Propane  F Other  nortgage	uel Oil
(Electric Company	Name)		(Heati	ing Company	Name)	
(Electric Account N	Number)		(Heati	ng Account N	Number)	
telephone number, relationship to you,	(Name On Account)  Is the person listed on the account your landlord? ☐ YES ☐ NO  (If the account holder does not live with you provide their address, telephone number, relationship to you, proof of identity for the person who is named on the utility bill, and a statement authorizing you to apply for					
for benefits on their behalf.)  ARREARAGE ASSISTANCE		benefits on the	eir behalf.)		(Once in a Life	
Do you have past due charges with you assistance to pay this debt? YES	Do you have		ges with yo	our heating util	•	
If your energy provider is NV Energy providers, proof of the last 12 months can be in the form of your last 12 months	of usage in dollars and therms,	, watts and/or g	allons for your			
E	. HOW DO YOU WAN	T YOUR BI	ENEFIT PAI	D?		
Split my benefice electric and her If you choose a split payment your be provider. The benefit may not be an of If you choose a single payment your balance, it will be paid to your second If you do not choose one of the option provider.	ating provider. to benefit will be split between be equal 50/50 split. r benefit will be paid to cover d provider.	er your annua	ovider. nergy provider l usage for tha	to its not to ext	and if there is	ider.  nal usage per  a remaining
	F. IN	COME				
EARNED INCOME: Does any information below: (Include self organization income)      NAME OF PERSON WORKING	member of the household, re	egardless of ag				-
List all household members, age 18 c	or older who ere not current	ly amployed:				
NAME OF PERSON	FORMER EMPLOYER	DATE LAST WORKED	GROSS PAY PER CHECK		J EXPECT RE-EM DING SSI? If YES	

T/EC	NO	NICOME TYPE	PERSON	GROSS	EDECTEVE		
YES	NO	Alimony	RECEIVING	AMOUNT	FREQUENCY		
<u> </u>		Boarders / Roomers (Attach notarized proof of rental or lease)					
		Child Support					
<u> </u>		Contribution / Gifts / Church or Charitable Donations					
		Educational Assistance / Student Loans					
Ш	Ш	(Attach proof of tuition, books and supplies for prior TWO semesters)					
		Food Assistance (Supplemental Nutrition Assistance Program-SNAP) In Nevada?   Yes No If No, which State?					
		Foster Care					
		County Assistance / General Assistance					
		Interest / Dividends / Annuities / Royalties					
		Loans					
		Lump Sum Payments (Settlements / Back Pay, etc.)					
		Military Income / Allotment					
		Mining Claims					
		Panhandling					
		Pensions / Retirement					
		Property Rentals / Sale					
		Railroad Retirement					
		Room Rental (Attach notarized proof of rental or lease)					
		Social Security Benefits (RSDI)					
		Strike Benefits					
		Subsidized Housing					
		Supplemental Security Income (SSI)					
		Supported Living Arrangement (SLA)					
		TANF Assistance					
		Tribal Assistance / Indian General Assistance (IGA)					
		Trust Income (Provide proof if it is not accessible)					
		Unemployment Insurance					
		Utility Allowance / Rebate Check					
		Veterans Benefits					
		Winnings					
		Worker's Compensation or Temporary Disability					
		Other					
		G EXPENSES:					
		nousehold expenses (e.g. rent, utilities, food, etc.) are more than your hese expenses.	r household's income, ex	xplain how you	u are able to		
2. If th	som at in	eone is helping you meet your expenses or is giving you money, you cludes their name, address, telephone number and amount of help the	ey provided to you durir				
		low, fill out the information of the person(s) who provided you a statement:  ne of Person Assisting					
140	Those regions 110w Offen				OW OILOH		
•			□ NO hen?				
	11						

G. RESPON	SIBILITY
Information provided in this application is subject to verification and false or misleading statement, misrepresent, conceal or withhold fact energy assistance, your benefits may be denied, terminated or reduce benefits for which you were not entitled. Additionally, you may also be otherwise penalized according to state and federal law.	ts, or fail to report changes to establish or maintain eligibility for d. You are responsible for repayment of all monies, services and
Have you ever been determined to have committed an Intentional Pro	gram Violation (IPV)?  YES  NO If YES, in what
H. AUTHOR	RIZATION
By signing this application, I am authorizing the Department of Health any other member of my household which is necessary to determine administered by the Division of Welfare and Supportive Services. I he concerning me and/or my household members to the Division of Welfare and Supportive Services. I he concerning me and/or my household members to the Division of Welfare and Supportive Services. I he concerning me and/or my household members to the Division of Welfare and Supportive Services. I he concerning me and/or my household, including by, without limited otherwise privileged under NRS 422A.342 or any other provision of release information about my household, to include energy usage info Assistance Program, for potential eligibility in weatherizing my reside if any, resulting from the disclosure of the required information. I A AUTHORIZATION LEGALLY CONSTITUTES AN ORIGINAL	eligibility for benefits received or to be received under programs breby authorize and consent to the release of any and all information Velfare and Supportive Services by the holder of the information tion, wage information, information made confidential by law or flaw or otherwise. I authorize the Energy Assistance Program to ormation, to the State of Nevada Housing Division, Weatherization ence. I hereby release the holder of such information from liability, CKNOWLEDGE THAT A REPRODUCED COPY OF THIS
If I am 60 years of age or older, I hereby consent to the disclosure o identity kept confidential. I hereby release the holder of information information. <b>Initials</b>	
I consent that the Division of Welfare and Supportive Services or its assistance grants, and status at the time of certification. I consent security Numbers (SSNs) provided in this application to verify fact automated data exchange with the Social Security Administration.	that the Division of Welfare and Supportive Services use Social
I agree to notify the Energy Assistance Program of any changes in my lafailure to report changes may cause an overpayment which I would be of law. I swear I have honestly reported the citizenship of myself and	e responsible to pay back and could even be prosecuted by a court
I certify under penalty of perjury, my answers are true, correct a	nd complete to the best of my knowledge and ability.
Print Name of Applicant:	
Signature of Applicant:	Date:
Print Name of Other Adult Member(s) in Household:	
Signature of Other Adult Member(s) in Household:	Date:
Print Name of Other Adult Member(s) in Household:	
Signature of Other Adult Member(s) in Household:	Date:
WITNESS: (Use if applicant cannot read or write or is blind.) I h Energy Assistance. The information in this application has been a signature.	
Print Name of Witness	
Signature of Witness	 Date

#### Division of Welfare and Supportive Services ENERGY ASSISTANCE PROGRAM NOTICE OF RIGHTS AND OBLIGATIONS

### \*\*\*\* PLEASE READ AND SIGN BELOW \*\*\*\*

#### A. You have the following RIGHTS:

- 1. No person will be discriminated against for any reason, e.g., race, age, color, religion, sex, disability, handicap (including AIDS and AIDS related conditions), political belief or national origin, in any program administered by the Division of Welfare and Supportive Services. When the Energy Assistance Program (EAP) pays another agency, institution or person to provide EAP services to a household, the provider is not permitted to discriminate for any reason. Violations of discrimination shall be promptly reported to the Energy Assistance Program office, the Division of Welfare and Supportive Services Administrator, 1470 College Parkway, Carson City, Nevada 89706-7924, (775) 684-0500, the U.S. Office for Civil Rights (OCR), Department of Health and Human Services, 50 United Nations Plaza, San Francisco, California 94102, (415) 437-8310, TDD (415) 437-8311 or by calling toll free 1-800-368-1019.
- 2. You have the right to a <u>conference</u> if you believe you have been unfairly treated or a mistake has been made concerning your eligibility for assistance. To request a conference, write or call the Energy Assistance Program.
- 3. You have the right to a <u>hearing</u> if you are not satisfied with the agency's action affecting your assistance if you request the hearing, in writing, within ninety (90) days of the agency's action/decision, unless the sole issue for the agency's action/decision is one of state or federal law requiring automatic benefit adjustment. You have the right to a hearing if your application is denied, acted upon erroneously, or not acted upon with reasonable promptness, or if your benefits have been reduced.
- 4. You have the right to a mailed notice of decision telling you if you are eligible for program benefits and in what amount, to whom payments will be made, and the approximate payment date(s); **or** a notice informing you that you are not eligible for program benefits and why.
- 5. Program staff are required to:
  - Inform applicants of the eligibility requirements for the program;
  - Counsel on required documents; and/or
  - Provide assistance to the applicant when needed.

#### B. You have the following OBLIGATIONS:

- 1. Notify the Energy Assistance Program within ten (10) calendar days of any of the following. Failure to do so may delay processing your application, or result in denial of benefits or a reduction in benefits.
  - Any change in your household income or household size (number of people residing in the household);
  - If you change utility companies; or
  - If you move anytime after submitting your application.
- 2. Respond to any requests for additional information needed to process your application within ten (10) calendar days. It is your responsibility to ensure the requested materials are mailed or faxed early enough to meet the deadline provided to you. The Energy Assistance Program is not responsible for lost or misdirected mail, or faxes. (Be sure your name and SSN or UPI are on all documents/correspondence.)
- 3. Cooperate with the Energy Assistance Program in its efforts to secure all information necessary to determine eligibility or benefits.

#### C. SPECIAL NOTE:

- If you are applying for the Energy Assistance Program, you may receive help with your heating and/or electric bills.
   BUT REMEMBER, YOU MUST KEEP PAYING YOUR BILLS WHEN THEY ARE DUE. If you do not pay them, the company can charge more money for paying late. The utility company can even turn off your service and you may be required to pay a deposit before they will turn your service on again. If you cannot pay your bill, contact the utility company and try to make payment arrangements.
- 2. Persons found guilty of intentionally violating program rules will be ineligible for program participation for one (1) year for the first violation, two (2) years for the second violation, and permanently barred from the program for the third violation.

My signature below indicates I understand the Rights and Obligations as an applicant for the Energy Assistance Program.

Print Name of Applicant:		
Signature of Applicant:		Date:
Print Name of 2 <sup>nd</sup> Adult:	<del>-</del>	
Signature of 2 <sup>nd</sup> Adult:		Date:

# IF YOU ARE <u>NOT</u> REGISTERED TO VOTE WHERE YOU LIVE NOW, WOULD YOU LIKE TO REGISTER TO VOTE HERE TODAY?

(Please check o	ne)
☐ YES ☐	NO
If you do not check either box, you will be considered to have	ve decided not to register to vote at this time.
The <b>NATIONAL VOTER REGISTRATION ACT</b> provides location. If you would like help in filling out a voter registratio whether to seek or accept help is yours. You may fill out the ap	n application form, we will help you. The decision
<b>IMPORTANT NOTICE</b> : Applying to register or declining to of assistance you will be provided by this agency.	register to vote WILL NOT AFFECT the amount
Signature	Date

**CONFIDENTIALITY**: Whether you decide to register to vote or not, your decision will remain confidential.

IF YOU BELIEVE SOMEONE HAS INTERFERED with your right to register or to decline to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Office of the Secretary of State, Capitol Complex, Carson City, Nevada 89710.