

# ACCAP - Energy Assistance Program

## Information on the Processing of Applications - Primary & Emergency Benefit Funding

**This program starts - October 1, 2009 and ends May 31, 2010**

**Providing funding is available...**

**This program is for income eligible households; you do not have to have the threat of disconnection to apply.**

**Energy Assistance is a program that provides assistance toward your home energy bills.**

**Helping you with a payment over 1 to 4 months, depending on your application approval date.**

**Therefore reducing the amount you must pay on those monthly energy bills.**

**This program cannot pay for all of your heating / electric costs.**

**Remember, that YOU are responsible for your utility bills.**

### **If your service has been ... Shutoff / Tagged / Refusal to deliver Propane/Oil**

You must provide a copy of the tag that the utility company gave you. Your application will be processed as soon as possible, provided you have completed all  requirements below and funding is available.

### **If you have received a Warning to disconnect your service ... This will not get faster service!**

If you are in the threat of disconnection, contact your utility companies, arrange a payment plan and make the payments. Ask about the Cold Weather Rule Program, if you meet their requirements, you will be protected from disconnection of your service during October 15<sup>th</sup> through April 15<sup>th</sup>.

### **Primary Funding**

**Application:** Read... Instruction page as you complete parts 1 through 7 of the application.

The instructions may answer any questions you have while completing the application.

**Income:** You must provide income for all household members.

All income must be for the past 3-full months, the months, just prior to signing and dating the application.

Self-employed/Contracted or Seasonal work - provide a copy of the prior year Federal tax forms.

**Note:** You may be required to complete additional forms if the above income is not provided.

**Heating** You must provide the current bills for the home you are living in....

**& Electric:** The bills must show... name / address / account number...

**Provide both your heating & electric bills - even if you are requesting not to apply this grant to one.**

**Note:** Remember to answer all questions on the application regarding your utility service; especially...

**Part 4 \* -** Would you like 30 % of this Energy Assistance grant sent to your electric company?

If you pay both heating & electric and you don't answer this question the entire grant would go toward your heating bill & nothing to your electric bill...

If your heat is included in your rent, or you have electric heating, the entire grant will go to your electric bill...

## **Processing will take approximately 30/60 days**

**If you don't provide all  required above information, it could delay processing up to an additional 60 days.**

**You must provide copies ... ACCAP does not make copies ... If you leave originals they will not be returned.**

**All documents are shredded once the application process has been completed.**

**Do not call this office for status until after 60 days from submitting your application.**

**All correspondence will be sent to you by mail.**

### **Emergency Benefit Funding**

If you have been approved for the above Primary funding, and have a past due balance owing on your utility bill(s).

You can request in writing & a copy of your current bill, up to \$500.00 toward the amount owing ....

**Note:** If you have received the Emergency benefit limit, you may be able to get additional assistance,

providing you sign up for our payment plan... Ask to speak to a representative about the EBA payment program.