

# INSTRUCTIONS FOR COMPLETING

## MINNESOTA ENERGY PROGRAMS (EAP) APPLICATION 2009-2010

This is an application for the 2009-2010 Energy Assistance Program, Weatherization Assistance Program and Conservation Improvement Program. It also gives information about Cold Weather Rule protection. The Minnesota Energy Programs Application is available in large print, Braille and Spanish by asking for them from your agency.

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### To apply, you must send us:

- This application** signed, dated and all questions answered.
- Copies of **proof of income** for each household member for the past three months (or tax forms for self-employment or rental income).
- A copy of your **heating bill** and your **electric bill**.

**Failure to provide required documents will delay your application.**

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### PART 1. Personal Information:

Fill in your name, address, phone number, and contact information. Please provide your social security number for identification purposes (optional, but this helps us process the application faster.)

**Authorized Representative:** An "Authorized Representative" is someone you give permission (in writing) to act for you. **This person will get all of your mail for this program.**

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### PART 2. Household Information:

Fill in all of the information for everyone living in your household. **ALL people living in the home are household members.** The Social Security Number is requested for each person in the household. Non-custodial parents may include their children as household members.

#### **Sources of Income and Other Assistance:**

- Mark (x) all Sources of Income for all members of your household.
- Report income for each member of the household.
- Income is any and all money being paid to anyone living in the house.
- Attach proof of all household income for the 3 full months before the month you apply.

#### **Examples of Proof of Income:**

- **Employed:** Check stubs or a written statement signed by employer stating gross wages.
- **MFIP, DWP, MSA, GA:** Letter showing monthly grant award.
- **Child Support, Alimony:** Checks, printout from the child support office, bank deposits or a signed note 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, copy of the check(s)
- **Unemployment Compensation:** Unemployment statement or weekly benefit printout
- **Self Employed, Farm, and Rental Income:** Last year's Federal Tax Return.
- **Interest, Dividend:** Bank statements or your IRS-1099.
- **Retirement Income:** Benefit check(s) or a statement.
- **Pensions and annuities:** Benefit check(s) or a statement.

**(Please send copies. Originals will not be returned)**

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### PART 3. Housing Information.

Mark the type of housing you live in, how long you have lived in your current home, whether you own or rent and your monthly housing costs. If you are buying your house, pay a mortgage or "contract for deed" you are considered a homeowner.

If you are a **renter**, tell us if you receive a housing subsidy from the government, whether you pay heat or electricity, and your landlord's name, phone number and address.

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**PART 4. Heating Sources**

- Put “1” by the heating fuel you use the most and “2” by all other heating fuel used in your home.
  - If your home is heated with more than one heating source, let us know.
  - Electric is not a heat source if just running a furnace.
  - If you use Electric heat as your main heating source, it must provide most or all the heat to one or more rooms (excluding bathrooms) or provide secondary heat to the entire home.
  - Wood users, tell us the number of bedrooms, whether you cut your own wood, and how much of your heat the wood provides.
  - Circle the percent of wood you use.
  - Enter the name of the heating and electric companies for your home.
  - Enter the name on the account **and** the account number.
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**PART 5. Local Questions:**

Please answer all local questions

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**PART 6. Cold Weather Rule Protections:**

Follow the instructions in this section if you use natural gas or electricity to heat your home or you need electricity to operate your thermostat or furnace fan. You **MUST** contact your natural gas or electric companies and arrange for a payment plan to be covered by the Cold Weather Rule. People at this agency can help you arrange a reasonable payment.

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**PART 7. Permissions and Signature:**

Read the permissions part carefully. **Go to the end of the application. Sign and date!**

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**Your application must be received within 60 days of the date signed  
and no later than May 31, 2010.**

- ANY missing information may delay decisions about your eligibility and benefit amount.
- The Energy Assistance Program cannot pay for all of your heating and electric bills.
- **Arrange for a payment plan with your vendor and make the payments.** Your application will be processed as quickly as possible. A letter will be sent to you when your application is completed.

Call us **only** if:

- you are shut-off,
  - you are unable to get a delivery of fuel, or
  - you own your home and your furnace does not work.
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**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:

**Weatherization Program  
Income Eligibility Guidelines**

Household	
Size	Income
1	\$ 5,415
2	\$ 7,285
3	\$ 9,155
4	\$11,025
5	\$12,895
6	\$14,765