



# Department of Public Health and Human Services

Director's Office ♦ PO Box 4210 ♦ Helena, MT 59620 ♦ (406) 444-5622 ♦ Fax: (406) 444-1970 ♦ www.dphhs.mt.gov

## Low Income Energy Assistance Program (LIEAP) and Weatherization Application

To apply for the LIEAP program, this application must be completed and returned to your local LIEAP office by **April 30, 2019**. LIEAP heat assistance applications will NOT be accepted after April 30, 2019. However, you can apply for Weatherization all year. LIEAP and Weatherization benefits are only for the dwelling you live in at the time of application. If you move any time after applying, please contact your LIEAP/ Weatherization office.

Complete each section of the LIEAP/Weatherization application. You must also provide verification of all identities, incomes, resources, heat bill and electric bill. (see table below). **Your LIEAP/Weatherization application cannot be processed without this verification.**

Application submitted in month of:	Provide income verification for the months of:
August 2018	February 2018 through July 2018
September 2018	March 2018 through August 2018
October 2018	April 2018 through September 2018
November 2018	May 2018 through October 2018
December 2018	June 2018 through November 2018
January 2019	July 2018 through December 2018
February 2019	August 2018 through January 2019
March 2019	September 2018 through February 2019
April 2019	October 2018 through March 2019

LIEAP/Weatherization eligibility will be determined based upon the circumstances at the time of application. If you or a household member is over the age of 60, or a person with a disability, call 1-800-551-3191 for help filling out this application.

**Note:** All adult household members who live on a reservation (other than the Crow Reservation), and who are Native American, enrolled tribal members or direct descendants should contact their Tribal LIHEAP office for assistance. Native American household members who live on the Crow reservation should contact District VII Human Resource Development Council (Billings) for assistance.

**Send completed LIEAP/Weatherization applications and all required documentation to your local LIEAP/Weatherization office.**

**Failure to provide all requested information and verifications will delay the eligibility determination and may result in application denial.**

**The last page of this application lists the addresses for each local LIEAP office.**

## APPLICANT RIGHTS

- To inquire and be informed about benefits, conditions of eligibility, scope of the program and related services available, and regular and emergency benefits.
- To be determined eligible or ineligible based upon the information and corresponding documentation provided with the completed application.
- To receive timely written notice of denial, reduction, or termination of assistance.
- To be informed of the Fair Hearing process.
- To have a confidential relationship.
- To have your Civil Rights protected. This is an equal opportunity program. Discrimination is prohibited.

### Fair Hearing Rights:

If the completed application has not been acted on in a timely manner or if you disagree with any adverse action taken on your case you may request a fair hearing. A fair hearing request may be filed with your local Low Income Energy Assistance/Weatherization Eligibility Office or the Office of Fair Hearings. The Office of Fair Hearings address is:

Office of Fair Hearings - Box 202935 - Helena, Montana 59620-2953

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Use the codes below to complete **Section 1 - Households Members** section on the next page.

Provide all requested information for all persons living in the house regardless of relationship whether or not you consider them a household member. **NOTE:** *Entries for gender, Hispanic, and race are not required.*

### Relationship:

**SP/SO** - Spouse/Significant Other  
**CH** - Child  
**GC** - Grandchild  
**FC** - Foster Child  
**PA** - Parent  
**SB** - Sister/Brother  
**AU** - Aunt/Uncle  
**NN** - Niece/Nephew  
**CO** - Cousin  
**EX** - Ex-Spouse  
**NR** - Not Related  
**OR** - Other-Related

**Hispanic Status, US Citizen,  
Tribal Member, Disabled:** Yes or No

### Race Status:

(Multiple Selections Allowed)  
**1** - White  
**2** - Black/African American  
**3** - American Indian/Alaska Native  
**4** - Asian  
**5** - Native Hawaiian/Pacific Islander

### Military Status

**V** – Veteran  
**AM** – Active Military  
**NA** – Not Applicable

### Highest Grade Completed:

**1 – 11** - Grades  
**GED** - GED-Completed  
**HS** - High School Diploma  
**C** - College or Vo-Tech

### Work Status:

**FT** - Full-Time  
**PT** - Part-Time  
**NE** - Not Employed  
**R** - Retired/Not Working

### Health Insurance Status:

**MA** - Medicaid  
**MC** - Medicare  
**PV** - Private  
**CH** - Healthy Montana Kids  
**VA** - Veterans Administration  
**OT** - Other  
**NN** - None

**SNAP:** Yes or N

**Section 1 HOUSEHOLD MEMBERS**

List everyone who lives in the home. Attach another sheet for additional household member information if needed.

<b>How many people live in this residence? ____</b> <b>List everyone below</b>  Last Name, First Name, MI	Alias or Maiden Name (Other Names Used)	Relationship to Head of Household	Social Security Number (SSN)	Birth Date	Age	Gender	Hispanic	Race	U.S. citizen	Tribal Member	Military Status	Disabled	Health Insurance	Highest grade Completed	Work status	Registered Alien	SNAP
01		SELF		MM/DD/YY													
02																	
03																	
04																	
05																	
06																	
07																	
08																	

**COLLEGE STATUS** *(provide copies of all financial aid award letters)*

Has any member of the household been enrolled at least half-time in a college or university in the last 6 months?  Yes  No

If yes, which household members? \_\_\_\_\_

If yes, include a copy of all financial aid received. Which quarters or semesters did they attend? \_\_\_\_\_

If yes, was that person claimed last year as a dependent for Federal income tax purposes by someone in another household?  Yes  No

**TRIBAL STATUS** *(see page 1 regarding Native American LIHEAP applicants)*

List each Tribal Member/Direct Descendant's tribal affiliation(s): \_\_\_\_\_

**Note:** All adult household members who live on a reservation (other than the Crow Reservation), and who are Native American, enrolled tribal members or direct descendants should contact their Tribal LIHEAP office for assistance. Native American household members who live on the Crow Reservation should contact District VII Human Resource Development Council (Billings) for assistance.

**VETERAN STATUS**

Do any Veteran household members receive VA compensation?  Yes  No If yes, provide a copy of VA award letter.

**WEATHERIZATION**

Do any household members have health conditions to take into consideration for weatherization of the residence?  Yes  No

If yes, which household members? \_\_\_\_\_

If yes, list conditions. If you need additional space, include a separate piece of paper. \_\_\_\_\_

**CHILD STATUS** *(Provide Child Support case #s and verification)*

Does each child listed on the application live in this home more than 50% of the time?  Yes  No

Is there an active Child Support order for any of the children listed on the application?  Yes  No If yes, from what state? \_\_\_\_\_

Has a household member received support (even if not ordered) in the past 6 months for any child listed on the application?  Yes  No

For any yes answers, specify which child(ren) \_\_\_\_\_

If all members of your household receive SNAP benefits, you may be exempt from providing some of the documentation requested. Contact your local office for more information.

**Section 2 HOUSEHOLD ADDRESS INFORMATION**

This application is for LIEAP Benefits/Weatherization for the dwelling resided in at the time of application. If you move before approval, you must reapply.

**Physical Address:** where you are currently living: (utility/fuel service address):

\_\_\_\_\_ City \_\_\_\_\_ State MT Zip Code \_\_\_\_\_

**Mailing Address or PO Box:** (if different from residence):

\_\_\_\_\_ City \_\_\_\_\_ State MT Zip Code \_\_\_\_\_

What date did you move to this address? \_\_\_\_\_ If after 10/1/2018, did you move here from out of state?  Yes  No

Were you responsible for heating costs at your prior location?  Yes  No

Is this property located within the boundaries of a Native American reservation?  Yes  No

Home Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone (Specify) \_\_\_\_\_

**Section 3 HOUSING TYPE INFORMATION**

**Housing type:** (check one)

- Mobile Home
- Double-Wide Mobile Home
- House – Modular (Single Family)
- Apartment or Duplex, etc. \*
- Temporary Housing (Car, RV, Hotel, Motel, or Tent)

**Number of bedrooms:**

(check one)

- One  Four
- Two  Five
- Three  Six

**Rent or Own Home:**

- Own Home
- Rent Home

Year Home was built?

\_\_\_\_\_

**Rent Mobile Lot:**

- Yes
- No

(\*If apartment, number of units in building: \_\_\_\_\_)

**If you rent, provide name, address, and telephone number of your landlord:**

\_\_\_\_\_  
Landlord Name

(\_\_\_\_) \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

Does your rent include heating costs?  Yes  No Do you receive governmental rent assistance?  Yes  No

**Section 4 HOME ENERGY INFORMATION**

**Main Home Energy Service (Mark One)**

- Natural Gas \_\_\_\_\_
- Electric \_\_\_\_\_
- Propane \_\_\_\_\_ **Main Vendor**
- Fuel Oil \_\_\_\_\_
- Wood \_\_\_\_\_
- Coal \_\_\_\_\_ **Account Number**

**Other Heat Service (Mark all that apply)**

- Natural Gas \_\_\_\_\_
- Electric \_\_\_\_\_
- Propane \_\_\_\_\_ **Additional Vendor**
- Fuel Oil \_\_\_\_\_ **Additional Vendor**
- Wood \_\_\_\_\_
- Coal \_\_\_\_\_ **Account Number**

**Electricity Provider** \_\_\_\_\_  None  Off-Grid  
 (If not identified above) Electric Provider \_\_\_\_\_ Account Number \_\_\_\_\_

If your heat or electric bill is not in a household member's name, whose name is on the bill? \_\_\_\_\_  
 In the past year has your household applied for or received assistance with heat/utility costs from another agency?  Yes  No  
 If yes, please specify where, when and provide verification of the assistance amount: \_\_\_\_\_

**A copy of your most recent HEAT & ELECTRIC bill(S) showing NAME, current ADDRESS and ACCOUNT NUMBER(S) must be attached. If your main heat source is oil or propane and you do not have a bill; obtain a letter of service from your supplier. If your main heat is wood or if your main heat is included in your rental payment or is not in your name; contact your local office as you may need an additional form.**

- Do you have Central Air Conditioning?  Yes  No
- Do you have Window/Wall Air Conditioning (including evaporative cooler)?  Yes  No
- Has your household received a utility(energy) past due notice in the last 30 days?  Yes  No
- Is your utility (energy) service currently disconnected?  Yes  No
- Do you have less than 10% Deliverable Fuel (oil/propane/coal/wood) on hand?  Yes  No
- Are you completely out of Deliverable Fuel (oil/propane/coal/wood)?  Yes  No

**If your furnace or main heat is not working properly, describe:** \_\_\_\_\_

\_\_\_\_\_  
 (Other help or assistance may be available)

**Section 5 SOURCES OF INCOME**

Please check **ALL** the following sources of income that have been received by **ALL MEMBERS** of your household within the past 6 months.

*If anyone in your household pays premiums for health, dental, or optical insurance, provide verification of those payments for the prior 6 months for a possible reduction to your countable income.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> TANF (includes Tribal)  | <input type="checkbox"/> Self Employment       | <input type="checkbox"/> Alimony Payments                    |
| <input type="checkbox"/> SNAP / Food Stamp   | <input type="checkbox"/> Wages / Tips (Salary) | <input type="checkbox"/> Worker's Comp                       |
| <input type="checkbox"/> Supplemental Security Income                                    | <input type="checkbox"/> Unemployment          | <input type="checkbox"/> Educational Grants                  |
| <input type="checkbox"/> Veteran Administration  | <input type="checkbox"/> Interest Income       | <input type="checkbox"/> Loans                               |
| <input type="checkbox"/> General Assistance (includes Tribal)                            | <input type="checkbox"/> Odd jobs              | <input type="checkbox"/> Gifts (Money)                       |
| <input type="checkbox"/> Social Security   | <input type="checkbox"/> Property Income       | <input type="checkbox"/> Pension/Retirement Income           |
| <input type="checkbox"/> Financial Aid   | <input type="checkbox"/> Non-Cash Income       | <input type="checkbox"/> Utility Payment (Section 8 Housing) |
| <input type="checkbox"/> Child Support: If paid through MT CSED, provide case #'s _____  |  |  |
| <input type="checkbox"/> Other: If checked, please explain in the following space: _____ |  |  |

**Section 6 INCOME OF HOUSEHOLD MEMBERS**

Enter the requested information for all household members regardless of age or relationship. Begin with last month and go back six (6) months.

Month	Sources and Amounts of Gross Income (Specify each source and who received it.)	Total Gross Income for Month
EXAMPLE: October	EXAMPLE: Joe-ABC Company \$650; Jane-SS \$500; Jane-Child Support-\$250	\$1,400
1		
2		
3		
4		
5		
6		

If there is any TIME of zero (0) income, please explain your means of survival.

**COPIES OF DOCUMENTATION TO VERIFY ALL GROSS INCOME MUST BE INCLUDED**

**Section 7 RESOURCES AND BUSINESS EQUITY**

Please answer all questions for each of the resources listed below for all household members regardless of relationship. If the resource listed does not apply to your household, please print "None" under each section headed "FINANCIAL INSTITUTION".

RESOURCE <b>You must provide full bank statements or other verification of all resources</b>	FINANCIAL INSTITUTION	CURRENT VALUE
1. Cash on Hand: \$_____ Checking Account(s): \$_____ Savings Account(s): \$_____		\$
2. Certificates of Deposit – Individual Retirement Accounts - Tax Sheltered Annuities - 401(K); 403(B) or any other retirement account		\$
3. Cash value of stocks, bonds and other investments		\$
4. Value of business assets, rental properties or property leases. (Self-employed households <b>must</b> provide this information).		\$
5. Physical address(es) and County of property/real estate other than the home in which you live and its adjoining land.		\$
6. If you sold any real estate property within the past 12 months, provide closing settlement papers and specify if it was your primary residence.		

**COMMENTS:** If you wish to make any comments regarding any special situation, or you wish to clarify any of your responses, please do so in the space provided below. If you need additional space, please use a separate piece of paper.

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**Section 8 AUTHORIZATION**

**READ THE FOLLOWING. SIGN AND DATE WHERE INDICATED.**

I understand that this application is for Federal funds and that any falsification or concealment of a material fact may be prosecuted under Federal or State Laws. I understand the application must include information for all individuals living in the household including all gross income and resources.

I understand that homes are weatherized on a priority basis. If my home is prioritized this year, I authorize an agency representative to complete an energy audit of my home and install weatherization measures as determined to be necessary by the agency. I have read; or have had read to me; all the above and all questions have been answered to my satisfaction. I also understand that Fuel Assistance benefits are computed for October 1 through April 30. I am responsible for any other costs not covered by Fuel Assistance benefits. I certify that the information provided herein is true, complete, and correct to the best of my knowledge. I also assign to the Department any rights to third party payments for emergency assistance services provided by the Department.

**RELEASE OF CONFIDENTIAL INFORMATION** *(Authorization to Montana Department of Public Health and Human Services to Obtain Personal Information)*

I authorize any individual, company, agency, or other entity which has information about me or my household, including, but not limited to, the information sources listed below to release or disclose information to the Montana Department of Public Health and Human Services (DPHHS) and/or to any agent or contractor of the DPHHS which is authorized to determine eligibility for Energy Assistance or Weatherization benefits. I authorize the disclosure or release of any information relevant to my eligibility for Energy Assistance or Weatherization benefits, including, but not limited to, the information to be released or disclosed listed below. I understand any information obtained will be kept confidential and will be used only for the purposes directly connected with the administration of benefits or services and only during the pertinent time period. I further understand that any information obtained may be released or disclosed to a proper government agency, court of law, or law enforcement agency for purposes of legal investigative actions concerning fraud. I further understand that information contained on this application can be used in DPHHS electronic databases for the determination of eligibility for programs and/or to record services provided to my household for federal and/or state reporting purposes.

**INFORMATION SOURCE:** Banks, Savings & Loans, Credit Unions, Employers, Social Security Administration, Veterans Administration, State Department of Labor and Industry, Internal Revenue Service, State Department of Revenue, State Compensation Insurance Fund, Unemployment Compensation Division, County Clerk & Recorder, Bureau of Indian Affairs, Utility Suppliers and Vendors, Other Social Services Providers, Landlord, Child Support Enforcement Division, Offices of Public Assistance, and other sources which may be deemed necessary.

**INFORMATION TO BE RELEASED OR DISCLOSED:** Savings, Certificates of Deposit, Stocks & Bonds, Safety Deposit Boxes (to be opened only in the presence of the client or his agent and representatives of the financial institution), Gross Earnings, Social Security Payments, V.A. Benefits, Personal and Business Income, Workers Compensation, Unemployment Compensation, Family Composition, Size of Home, Per Capita Payments, Lease Payments, Indian Income Maintenance (IIM) Accounts, Amount of Fuel Assistance received from agencies, Utility Account Information: including, but not limited to, Utility Account and Billing Information, Child Support Payments, Benefit Information.

X \_\_\_\_\_ Date: \_\_\_\_\_ SSN: \_\_\_\_\_

**Signature of head of household. If signing on a person’s behalf provide a copy of the Power of Attorney or authorization.**

X \_\_\_\_\_ Date: \_\_\_\_\_ SSN: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_ SSN: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_ SSN: \_\_\_\_\_

**Signatures of all other household members age 16 or older.**

## **APPLICANT CHECKLIST**

### **Make sure you have done the following things:**

- Completed all spaces on the application, especially Income in Section 5 and each Resource line in Section 7.
- Completed physical and mailing address information.
- Ensured that all people who reside in the dwelling are included on the application.
- Ensured that all household members age 16 or older have signed Section 8.
- Included a copy of your most recent heat and electric bill(s).
- Included verification of all gross incomes received in the past 6 months, from all sources, for all members of the household regardless of the age or relationship.
- Included full bank statements for all open bank accounts and verification of other resources including Reliacard, Direct Express, and employer payroll cards for all household members.
- Included photo identification for all household members 18 or older and photo identification or birth certificates for all household members younger than 18.
- Included Social Security Numbers (SSNs); or if any household member does not have a SSN; included proof of citizenship or lawful entry into the US with the intent of establishing permanent residency; for all household members.
- Checked the address list on the last page for mailing your completed application to the correct LIEAP eligibility office.
- If anyone in your household pays premiums for health, dental, or optical insurance, provide verification of those payments for the prior 6 months for a possible reduction to your countable income.

**NOTE: You should receive a letter within 45 days telling you whether you are eligible after we receive your completed application. Your application cannot be processed without all the information requested.**

## Local LIEAP Offices

If you live in this county:	Return application to:
Carter Custer Daniels Dawson Fallon Garfield McCone Phillips Powder River	Prairie Richland Roosevelt Rosebud Sheridan Treasure Valley Wibaux Action for Eastern Montana 2030 North Merrill P.O. Box 1309 Glendive, MT 59330-1309 Ph. 377-3564 or 1-800-227-0703
Blaine Hill Liberty	District IV HRDC 2229 5 <sup>th</sup> Avenue Havre, MT 59501 Ph. 265-6743 or 1-800-640-6743
Cascade Chouteau Glacier	Opportunities Inc. 905 First Ave North P.O. Box 2289 Great Falls, MT 59403-2289 Ph. 761-0310 or 1-800-326-0955
Big Horn Carbon Stillwater Sweet Grass Yellowstone	District VII HRDC 7 North 31 <sup>st</sup> Street P.O. Box 2016 Billings, MT 59103 Ph. 247-4778 or 1-800-433-1411
Missoula Mineral Ravalli	District XI Human Resource Council 1801 South Higgins Missoula, MT 59801 Ph. 728-3710
Flathead Lake Lincoln Sanders	Community Action Partnership of NW MT 214 Main Street P.O. Box 8300 Kalispell, MT 59904-1300 Ph. 758-5433 or 1-800-344-5979

If you live in this county:	Return application to:
Fergus Golden Valley Judith Basin Musselshell Petroleum Wheatland	District VI HRDC Centennial Plaza 300 First Avenue North, Room 203 Lewistown, MT 59457 Ph. 535-7488 or 1-800-766-3018
Gallatin Meagher Park	District IX HRDC 32 South Tracy Avenue Bozeman, MT 59715 Ph. 587-4486 or 1-800-332-2796
Broadwater Jefferson Lewis & Clark	Rocky Mountain Development Council LIEAP Office 648 N. Jackson P.O. Box 1717 Helena, MT 59626-1717 Ph. 447-1625 or 1-800-356-6544
Beaverhead Deer Lodge Granite Madison Powell Silver Bow	Action Inc. – Human Resource Council 25 W Silver Street, Butte, MT 59701 P.O. Box 39, Butte, MT 59703 Ph. 533-6855 or 1-800-382-1325
Pondera Teton Toole	North Central Area Agency on Aging 311 S Virginia St, Suite 2 Conrad, MT 59425 Ph. 271-7553 or 1-800-551-3191
For additional information visit: <a href="http://www.lieap.mt.gov">www.lieap.mt.gov</a>	

Find your county and return the application to the office listed.