

Semcac-EAP
PO BOX 549
RUSHFORD MN 55971

For Office Use Only
HH#: _____
Rep#: _____
Grant Amount: _____
Log in Date: _____
Edit Date: _____
Scanned By: _____

Please use black ink to complete your application. Do not use highlighters on the documents you send.

2017-2018 MINNESOTA ENERGY PROGRAMS APPLICATION



Semcac-EAP
PO Box 549
Rushford MN 55971
Phone: (507) 864-7515 Toll Free (800) 944-3281
Fax: 507-864-2597 www.semcac.org

mn COMMERCE
DEPARTMENT

Before completing this application, carefully read the enclosed "Your Rights and Responsibilities" and Instructions.

Part 1. Personal Information - Verify all preprinted information is correct. Enter changes as needed.

Your Social Security Number	Disclosure of Social Security Number for the primary applicant is required. If you do not provide your verifiable social security number, your application cannot be processed. AUTHORITY: Section 205(c)(2)(C)(i) of the Social Security Act, 42 U.S.C. § 405(c)(2)(C)(i) USE: The State will use Social Security Numbers in the administration of the LIHEAP to verify information supplied on the application, to prevent, detect, and correct fraud, waste, and abuse, and for the purpose of responding to requests for information from agency programs funded by block grants to states for temporary assistance for families in need.			
Your Name: MM - DD - YYYY				
First Name		M.I.	Last Name	Date of Birth
Current Home Address:				
Street	Apt #	City	MN State	Zip Code
Mailing Address (if different from Home Address)				
Street or POBox	Apt #	City	MN State	Zip Code
County:		Township:		
Home Phone:		Other Phone (if different from Home Phone):		
(.....)		(.....)		
Primary Language spoken in home:		E-Mail Address:		
.....				
Authorized Representative: If you complete this section, you give the "Authorized Representative" permission to act for you. First Name..... Last Name..... Phone (.....).....				
If you would like the Authorized Representative to get the mail on behalf of you, please fill in the address below:				
Street or POBox	Apt #	City	MN State	Zip Code

YOU MUST SIGN AND DATE THIS APPLICATION AT THE BOTTOM OF THE LAST PAGE

Part 2. Household Information

LIST ALL HOUSEHOLD MEMBERS, STARTING WITH YOU:

First Name, M.I., & Last Name	Social Security Number	Date of Birth MM-DD-YYYY	Race	Hispanic Y/N	Sex M/F	Disability Y/N	Years Of School (Adults)	Veteran Y/N	Have Income Y/N
1. (self)	(required)	- -							
2.		- -							
3.		- -							
4.		- -							
5.		- -							
6.		- -							
7.		- -							
8.		- -							

Attach a separate sheet if necessary for any additional household members.

Race: A = Asian B = Black or African American I = American Indian or Alaska Native
P = Native Hawaiian or Other Pacific Islander W = White M = Multi Race O = Other

Is anyone in your household currently an employee *or* board member of this energy assistance agency? ☐ Yes ☐ No

How many members of your household do NOT have health insurance?

How many people in your household had income in the past 3 months?

INCOME, BENEFITS AND OTHER ASSISTANCE (Check all that apply for your household and **SEND PROOF OF INCOME**)

☐ Wages ☐ Self-Employment/Farm Income* Date Business started:/..... ☐ Rental Income ☐ Unemployment Compensation ☐ Workers' Compensation ☐ Interest or Dividend Income ☐ Contract for Deed Interest ☐ Diversionary Work (DWP) ☐ Veterans' Benefits	☐ Supplemental Security Income (SSI) ☐ Social Security Benefits (SSDI, RSDI, SSA) ☐ Retirement Income ☐ Pension/Annuity (including quarterly & annual) ☐ Tribal Per Capita Payments ☐ Tribal Judgments or Tribal Bonus ☐ Long/Short-term Disability ☐ Minnesota Family Investment Program (MFIP) ☐ General Assistance (GA) ☐ Alimony or Spousal Support	☐ Other income not listed: No proof of income required for the following sources: ☐ Child Support Monthly amount \$..... ☐ Food Support ☐ Earned Income Tax Credit ☐ No Income (Please call us at <<SP PHONE>>)																					
SEND PROOF OF ALL GROSS INCOME received by all people in your household in the last 3 full calendar months . Send copies, originals will not be returned. Wages for children in grades K-12 are not counted. *If self-employed, send first 2 pages of your most recent IRS-1040 tax return. Contact your local EAP Service Provider if your business was started less than two years ago. Your application will be delayed if you do not include proof of income. You must sign and date the last page of the application. It must be postmarked or received on or before: May 31, 2018	If you sign application in: Aug 2017 Sept 2017 Oct 2017 Nov 2017 Dec 2017 Jan 2018 Feb 2018 Mar 2018 Apr 2018 May 2018	Send proof of gross income received in the months of: May, June, July 2017 June, July, Aug 2017 July, Aug, Sept 2017 Aug, Sept, Oct 2017 Sept, Oct, Nov 2017 Oct, Nov, Dec 2017 Nov, Dec 2017, Jan 2018 Dec 2017, Jan, Feb 2018 Jan, Feb, March, 2018 Feb, March, April 2018	For EAP, your household income cannot be more than these income guidelines for three months: <table border="1"> <thead> <tr> <th>Household Size</th> <th>Income</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$6,250</td> </tr> <tr> <td>2</td> <td>\$8,173</td> </tr> <tr> <td>3</td> <td>\$10,096</td> </tr> <tr> <td>4</td> <td>\$12,019</td> </tr> <tr> <td>5</td> <td>\$13,942</td> </tr> <tr> <td>6</td> <td>\$15,865</td> </tr> <tr> <td>7</td> <td>\$16,226</td> </tr> <tr> <td>8</td> <td>\$16,586</td> </tr> <tr> <td>9</td> <td>\$16,947</td> </tr> </tbody> </table>	Household Size	Income	1	\$6,250	2	\$8,173	3	\$10,096	4	\$12,019	5	\$13,942	6	\$15,865	7	\$16,226	8	\$16,586	9	\$16,947
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Part 3. Housing Information

Type of Housing: ☐ House ☐ Apartment/Condo ☐ Townhouse ☐ Mobile Home ☐ Duplex ☐ Triplex ☐ Fourplex ☐ Other How long have you lived in your current home?YearsMonths	Do you pay for rent or mortgage? ☐ Yes ☐ No If yes , amount (\$):..... (required) Renters: Do you get a rent subsidy or do you live in subsidized housing? ☐ Yes ☐ No Is heat included in your rent? ☐ Yes ☐ No Is electricity included in your rent? ☐ Yes ☐ No Landlord's Name:..... Phone: (.....) Address:..... Homeowners: Do you own or are you buying your home? ☐ Yes ☐ No If your furnace/heating system is currently NOT working, check this box: ☐ Call us immediately at <<SP PHONE>> if your furnace/heating system is not working Business Use of Home: If you are self-employed, is the business at your home? ☐ Yes ☐ No If Yes , what kind of business and what work is done in your home or on your property? Do you rent out part of your home to anyone? ☐ Yes ☐ No
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Part 4. Heat Sources (note: Electricity is only a heat source when used to provide heat to one or more rooms.)

Put "1" in the box by the **heating** fuel you use the most and "2" by other heating fuels you use to heat your home.

Oil	Propane/LP	Wood	Pellets	Municipal Steam
Natural Gas	Electricity	Corn	Other Biofuel	St. Paul Dist. Heating

What energy companies supply heat and electricity to your home?

	Heating No. 1	Heating No. 2	Electric
Company Name:			
Name on Account:			
Account number:			

SEND A COPY OF YOUR LAST HEAT AND ELECTRIC BILLS OR FUEL RECEIPT WITH THIS APPLICATION

Do you heat with wood, pellets, corn or other biofuel? ☐ Yes ☐ No If **Yes**, answer the next 3 questions

1. What percent of your heat does this supply? (use chart) (Circle the percent used last year from wood, corn, pellets, other biofuel):											
2. Do you cut your wood or grow fuel corn? ☐ Yes ☐ No		10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
3. How many bedrooms are in your home?.....		Use sometimes		Half of the time			Almost Always		All		

If you are having an energy emergency right now, check type of emergency below and send a copy of the notice from your energy company showing the amount owed:

☐ Already disconnected. Company:..... Disconnect Date:..... Amount Owed:.....

☐ Received disconnect notice. Company:..... Date Scheduled:..... Amount Owed:.....

☐ Fuel tank empty (or less than 20% in tank). What % is in your tank today:..... Amount Owed:.....

Please contact your energy company to set up a payment plan.

Do you use electricity to heat your home? ☐ Yes ☐ No. If **yes**, check the box(es) below to indicate how it is used.

☐ Furnace fan/blower only

☐ Space heaters used as needed

☐ Space heaters are the only source of heat for one or many rooms. List the room(s):

☐ **Other electric heat used.** Check all that apply: ☐ Baseboard Heat ☐ In Floor System ☐ Electric Furnace ☐ Heat Pump

List the rooms where electric heat type above is the only source of heat:

If you are not registered to vote, would you like a voter registration card? ☐ Yes (*You do not have to answer this question*)

Would you like 30% of your energy assistance benefit paid on your electric bill? ☐ Yes ☐ No

Has any of the following affected your household during the last three months?

- Job change or more than one job? Yes – No (list dates of employment) _____
- Household member moved in or out? Yes – No (explain who & when) _____
*Is there anyone living in your home that is not included on the application? Yes – No (explain who & why) _____

- If anyone in your home is over the age of 18, but has no income, please explain why and the month/day/year they last worked? _____
- If there has been no income in the household for the last three months or your expenses are more than your income, call 1-800-944-3281 for an Income and Expense form that needs to be completed.
YOU MUST ANSWER ALL QUESTIONS, SIGN AND DATE THE LAST PAGE, INCLUDE PROOF OF GROSS INCOME FOR ALL HOUSEHOLD MEMBERS 18 AND OVER. SEND A HEAT BILL AND AN ELECTRIC BILL.
ALL INFORMATION ON THE APPLICATION IS NEEDED to determine your benefit amount if you are eligible.
- Call us **ONLY** if you are disconnected or refused fuel. Extra calls slow down application processing.
- Federal funding needed for payments is usually received sometime in November.
- Payments are to assist with utility bills. To **avoid disconnection** contact the vendor to set up a payment plan.

YOUR APPLICATION *WILL BE DENIED* WITHOUT THIS INFORMATION, double check to make sure all of the above information is included with your application before you send it in.

What is the best way to reach you if we have additional questions? US mail _____ Phone _____ Email _____

Part 5. Consent and Signature for October 1, 2017 to September 30, 2018

1. I give my consent for my heating and electric companies to give data about my account and energy use to the Minnesota Department of Commerce (Commerce) and Commerce's contractors for the Energy Assistance Program (EAP), the Weatherization Assistance Program (WAP) and the Conservation Improvement Program (CIP).
2. I authorize the Social Security Administration and the Minnesota Department of Human Services (MDHS) and its affiliated agencies to share data concerning my Social Security Number and public benefits received within the last year for eligibility for benefits with Commerce and Commerce's contractors for EAP, WAP and CIP.
3. I authorize Minnesota EAP, WAP, and CIP to:
 - Contact my employer to verify my income.
 - If I rent, to contact my landlord to confirm my residency and/or heating source.
4. I authorize my local EAP, WAP and CIP Service Providers to contact me for outreach and referral.
5. By signing, I affirm that all data in this application is correct. I also acknowledge that:
 - I currently reside in the address listed on this application.
 - I am signing on behalf of all household members.
 - I may have to prove my statements.
 - I may be held civilly or criminally liable under federal or state law for knowingly making false or fraudulent statements.
 - I have rights under EAP, WAP, and CIP. I have received a copy of the "Privacy Notice and Your Rights and Responsibilities" and agree to its terms and conditions.
 - I may appeal local Energy Programs Service Provider decisions about my benefits.
 - I understand that filling out this application does not guarantee that my household will receive assistance.
 - I am an adult or emancipated minor.

Print Name:

Signature: **Today's Date:**

We must receive your application within 60 days of the date you sign it. This application must be postmarked or received no later than May 31, 2018.

Funds may not last, apply early.