



Utility Assistance Application

Spanish: <http://homeenergyplus.wi.gov/docview.asp?docid=29053&locid=25>

Si necesita servicios de interpretación: envíe un correo electrónico a westcap@wcap.org para obtener ayuda.

Hmong: <http://homeenergyplus.wi.gov/docview.asp?docid=29052&locid=25>

Yog tias koj xav tau cov kev pabcuam intrepreter thov xa email mus rau westcap@wcap.org.

How do I qualify?

Your household may qualify if at least one or more individuals in your home meet the following:

- Has a household income at or below 80% of the county median. Link:

<http://homeenergyplus.wi.gov/docview.asp?docid=29022&locid=25>

How do I apply?

1. To determine income eligibility you must complete a WHEAP Energy Assistance application for this program year.
2. Provide proof of previous month's income that may include:
 - Wages
 - Unemployment compensation
 - Self-employment income
 - Social security/Supplemental and Social Security Disability Insurance
 - Statement of person-to-person loan or gift of money
 - Pensions, annuities, IRA's
 - Child support payments
 - Temporary Assistance for Needy Families (TANF)/WI Works (W2) benefits
3. You may proof of income with submittal of your completed application to westcap@wcap.org

If you have any questions or need any further information or assistance, please do not hesitate to schedule a phone appointment at www.westcap.org or contact us at 715-265-4271. Please understand that we are experiencing a high volume of calls at this time, but we will return your call as soon as possible.



Home Energy Plus Application

To apply for Energy Assistance online go to <https://energybenefit.wi.gov>

For Office Use Only – shaded areas to be completed by agency			
Application Date (mm/dd/ccyy):	Worker Number:	<input type="checkbox"/> Withdrawn	
Outreach Type: <input type="checkbox"/> Local Agency <input type="checkbox"/> Alternate Site _____ <input type="checkbox"/> Home Visit <input type="checkbox"/> Mail <input type="checkbox"/> Phone			
This form is authorized under Wisconsin State Statute 16.27(2)(a). All information on the application is required in order to determine eligibility for benefits under the Wisconsin Home Energy Assistance Program and the Wisconsin Weatherization Assistance Program. Collection of your Social Security number is not prohibited by federal law and is required for tracking applicant benefits granted by this Program. By providing application information, you are authorizing the Wisconsin Department of Administration and its authorized agents to verify the data provided against federal, state, county, energy provider, employer and landlord databases or records. The information collected on this form may be disclosed to energy programs operating under the Wisconsin Public Benefit Program Authority or Wisconsin Public Service Commission Approval, and may be used for the purposes of referral, research, evaluation, and analysis.			
1. Territory (County or Tribe) in which you live:		Person ID (This number is provided by the Program):	
2. First Name:	Middle Initial:	Last Name: (As shown on Social Security card)	
3. Alias First Name (if applicable):		Alias Last Name (if applicable):	
4. Birth Date (mm/dd/ccyy):	5. Gender: <input type="checkbox"/> M <input type="checkbox"/> F		
6. Primary Phone Number: () <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cellular <input type="checkbox"/> Contact			
Secondary Phone Number: () <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cellular <input type="checkbox"/> Contact			
7. Email address:			
8. Preferred method of household communication: <input type="checkbox"/> Primary Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Text message			
9. Housing type you live in:			
<input type="checkbox"/> Single family house		For office use only: <input type="checkbox"/> Ineligible Dwelling	
<input type="checkbox"/> 2 to 4-unit building (including condos) – Number of units/apartments in your building: _____			
<input type="checkbox"/> Apartment or multi-unit building (including condos) – Number of units/apartments in your building: _____			
<input type="checkbox"/> Mobile home			
<input type="checkbox"/> Rooming house, motel, hotel, YMCA or YWCA			
<input type="checkbox"/> Other (describe)			
10. Mailing Address (if different than residence address):			
Address _____			
City _____	State _____	Zip _____	
11. Residence Address (must complete):			
Address _____			
City _____	State _____	Zip _____	

12. Own or rent your residence: (choose rent if no one living in the home owns the residence)

Own Rent If rent, the following landlord information is required:

NOTE: Choose 'Own' if you own a mobile home and pay lot rent

Management Company or Business Name (if applicable):

Point of Contact or Landlord Name:

Landlord Email Address:

Landlord Phone Number:

()

Landlord Address:

City:

State:

Zip:

13. Identify the number of rooms in your residence:

Worker completes total number of rooms: _____

_____ Living Room

_____ Dining Room

_____ Kitchen

_____ Family Room

_____ Number of Bedrooms

_____ Den/Office

List any other rooms: _____

Do not count bathrooms, unfinished basements, laundry rooms, entryways, hallways, unheated attics and porches or closets.

14. Select the response that best describes your living arrangement as of the date of this application:

Live in a group home, half-way house, Community Based Residential Facility (CBRF) or foster home

Live in a nursing home

Live in a government institution or prison or jail

Are currently in a homeless situation moving to a permanent residence

None of the above

15. Do you receive rental assistance (Section 8 or other government assisted housing)?

Yes No

16. Is there a guardian or designated representative? Yes No If yes, complete representative information:

Authorization of Representative

Legal Guardian

Power of Attorney (POA)

Protective Payee

Guardian/Representative Name:

Guardian Phone Number: ()

Guardian/Representative Address:

City:

State:

Zip:

OR: List someone you are authorizing to discuss your application with who is not listed as a guardian or designated representative: **Relationship:**

17. Are you (the applicant) a student under the age of 25 and enrolled at least half-time in an institution of higher learning?

Yes No

If yes, check any of the following conditions that meet your situation:

Currently working twenty or more hours per week making at least minimum wage

Financially responsible for a child under age 18 who is living with you

Physically or mentally disabled (verification needed from government program)

Receiving Unemployment Compensation (UC) benefits resulting from TAA / NAFTA (must be a full-time student)

Receiving TANF or W-2 Benefits

Spouse lives with you who is not a student

None of the above apply

18. Applicant's Ethnic Group (check one):

American Indian or Alaskan Native

Hispanic

Not Reported

Asian or Pacific Islander

White, not of Hispanic origin

Black, not of Hispanic origin

Other

19. Is anyone in the household under the age of 18 and related to any adult household member? Yes No

20. Enter total number of household members (including the applicant listed on page 1): _____

Identify the preferred household language: _____

If preferred household language is not English, **list an English-speaking household member or representative** who can answer application questions. (Completing this field is providing authorization for the Program to discuss your application with this person.)

Name: _____ Phone Number: () _____

HOUSEHOLD MEMBERS:

<ul style="list-style-type: none"> List every person who lives at your residential address today. Worker will contact you for Social Security numbers for first time applicants and new household members. Line 1 must be the applicant listed on page 1 (date of birth and gender must match information entered on page 1). 		Instructions at bottom of page are related to these fields below by number indicated:							Worker initials
		Birth Date mm/dd/ccyy	Gender ¹ : (M)ale, (F)emale	Is this person a U.S. Citizen?	Is this person disabled?	FoodShare ²	Military Service ³	Is this a child with shared placement? ⁴	Citizenship ⁵ (Office use only)
1.	Applicant from page 1 must be listed here								
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									

¹ Indicate the gender the individual most closely identifies with.

² Enter "Y" in the box for FoodShare if that person received FoodShare in the month prior to the date of this application.

³ Enter "Y" in the box for Military Service, if that person is serving or has ever served, or is a surviving spouse of someone who served in a branch of the United States military (Army, Navy, Air Force, Marine Corps, Coast Guard) as active duty, Reserve, or National Guard.

⁴ List all children living in your household who are in a minimum of 50% shared placement. Verification of child placement (such as a copy of court order) is required when children are living in a shared physical placement living arrangement.

⁵ The office worker will enter "C", "E", or "I" in the Citizenship box to identify if that person is a U.S. (C)itizen, (E)ligible Non-Citizen, or (I)neligible Non-Citizen. Worker who completed this box should initial at the top of the column.

INCOME:

Is your household a zero income household? Yes No

Note: A zero income household has no sources of income, either earned or unearned, in the **month prior to date of application**.

Income Types: If anyone in the household is paying court-ordered child support (CS Paid) include that in the income below. Cash jobs should be reported as Self-Generated Income.

(A) Alimony Received	(GF) Gift/donations	(SSDI) Social Security Disability Insurance
(CS RECD) Child Support Received	(GV) Government Relief or Disaster	(SSI) Supplemental Security Income
(CS Paid) Child Support Paid	(LC) Land Contract Payment ²	(T) TANF/W2
(CTS) SSI Caretaker Supplement	(O) Other	(TR) Tribal per Capita ¹
(DL) Disability Long-term	(P) Pensions, Annuities, and IRAs ¹	(UC) Unemployment Compensation ³
(DS) Disability Short-term	(R) Rental Income ¹	(V) Veterans Benefits
(D) Dividends/Interest ¹	(SE) Self-Generated Income ¹	(W) Wages & Tips ³
(G) Gambling/Lottery/Bingo	(SP) Spousal Impoverishment	(WK) Workers Compensation
(GR) General Relief	(SS) Social Security	

Instructions: List all household gross income in the chart below. Enter income code above in the income type column and where that income comes from in the income source column. **REQUIRED:** Proof of gross income received is needed for each income listed below.

Household Member's Name	Income Type	Income Source ⁴	Prior Month	Verification Item	Worker Initials
<i>Example: John Doe</i>	<i>W</i>	<i>ABC Corporation</i>	<i>\$1,278.25</i>	<i>Attach Documentation</i>	
Total Monthly Household Income					

¹ This income is based on the average of the prior 12 months of income. A copy of the most recent federal income tax return is required to complete this application.

² Only the interest income received is counted. A copy of the amortization schedule or the 1099 form issued for tax purposes will need to be provided to complete this application.

³ Wages: provide verification of wages that were **received** in the month prior to date of application based on check date.

If the household member is a seasonal employee (a person whose main source of income is earned in less than 12 months of a calendar year), the annual income must be provided for both wages and unemployment compensation received in the prior tax year. Copies of the W2 and 1099 forms will need to be provided to complete this application.

⁴ Source examples: wages, include name of employer such as ABC Corporation; if self-employed, include type of business or business name; if pension, include the payee of the pension; if interest and dividends, include the payee of this income.

ENERGY USAGE: Complete every section of energy usage – continued on next page

Primary Heat Source: Select one:

- Electric Heat Fuel Oil Natural Gas Propane Wood or Other

Select how the fuel bill is paid (check only one):

- Directly pay the bill sent from the energy supplier (must complete account information)
- Rental payment includes the energy in the monthly rent payment (not government assisted housing)
- Separate payment is made to the landlord, mobile home park owner, or no direct account with a vendor
- Do not pay: energy included in the monthly rent when residing in government assisted housing or renters who pay neither rent or heating/electric costs because of an in-kind arrangement

Name on Account: _____

Is this account in a household member's name? Yes No

If no, the account is in the name of: A Deceased Spouse A Protective Payee Other

If other, identify relationship of the account holder:

Is this meter shared with another dwelling unit? Yes No

Is there business or recreational use on this account (including farm, other self-employment, pool or hot tub)? Yes No

Vendor Name:	Vendor Number (office use):
Account Number:	Annual Fuel Costs:

Electric (Non-Heating): If your primary heat source (above) is electric, do not complete this section.

Select how the electric bill is paid (check only one):

- Directly pay the bill sent from the energy supplier (must complete account information)
- Rental payment includes the energy in the monthly rent payment (not government assisted housing)
- Separate payment is made to the landlord, mobile home park owner, or no direct account with a vendor
- Do not pay: energy included in the monthly rent when residing in government assisted housing or renters who pay neither rent or heating/electric costs because of an in-kind arrangement

Name on Account: _____

Is this account in a household member's name? Yes No

If no, the account is in the name of: A Deceased Spouse A Protective Payee Other

If other, identify relationship of the account holder:

Is this meter shared with another dwelling unit? Yes No

Is there business or recreational use on this account (including farm, other self-employment, pool or hot tub)? Yes No

Vendor Name*:	Vendor Number (office use):
Account Number:	Annual Fuel Costs:

*A vendor must be entered showing who provides electricity to this dwelling even if electricity is included in rent or a separate payment is made to landlord.

Additional Energy Account Information – answer the following questions regarding the household energy situation.

These answers will not affect your benefit amount but must be answered.

Primary Heat Source:

If your primary heat source is natural gas or electric, have you received a past due or disconnect notice within the last 90 days?

Yes No Does not apply

If your primary heat source is propane or fuel oil, does your tank currently have equal to or less than 20% of fuel remaining?

Yes No Does not apply

Hot Water: Identify fuel type that heats the water in your home:

Electric Fuel Oil Natural Gas Propane Wood or Other None

Supplemental Heat Source (Do you use additional heat sources such as fireplace, wood burner, space heaters, or other alternate heating type from the primary heat?) Identify, if any, what supplemental heat is used in your home (select only one):

Electric Heat Wood or Other _____ (Specify other) None

Air Conditioning:

Identify the method used to cool your home (select only one): Central Air Wall/Window Unit A/C None

PLEASE SIGN PAGE 7

Proof of income is required to complete the application

Case Notes

Certification Page

Person ID:	Application #:
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*Read each item on this page before signing the application.
If you do not understand any item, ask the worker for assistance.*

1. I understand I am responsible for providing all required information within 30 days of the date of this application or the application is void and will be denied. I may reapply but a new application will be required.
2. I understand I am responsible for reporting the names of all persons living at my address and the Social Security number and income of all persons in my household. Collection of Social Security number is not prohibited by federal law and is a required data element for tracking applicant benefits granted by this Program. Failure to provide this information will result in delayed processing of my application and the inability to determine benefit amounts.
3. I understand I am responsible for using the payments I receive to pay for the heating/electric costs for the residence listed in my application or for paying the heating/electric costs for any future permanent residence I may move to in Wisconsin.
4. I understand I have the right to apply for Energy Assistance benefits and to receive either a payment or letter of explanation within 45 days from the date the application process is completed. I understand that the payment or letter of explanation may be delayed depending on when the Program year begins and/or when payments are being processed.
5. I understand I have the right to request a fair hearing within 15 days after receiving a notification letter if I believe my Energy Assistance application has not been processed timely, has been incorrectly denied, or my payment is incorrect. I may also request a fair hearing if I have not received payment or explanation. I may ask for a fair hearing by contacting the local office that processed my application because I applied directly to their office or submitted an online application.
6. I understand I have the right to file a complaint if I believe I have been discriminated against in any unlawful way. I may file a complaint by contacting the authorized person within my county or tribe.
7. I understand that by providing application information I am authorizing the Wisconsin Department of Administration and its authorized agents to verify the data provided against federal, state, county, energy provider, water utility, employer and landlord databases or records.
8. I understand that by providing the account numbers for my household energy supplier(s) I am authorizing the energy provider(s) to provide details about the account and energy use to the Wisconsin Department of Administration for the purposes of eligibility determination of this and future applications, benefit determination, and program evaluation and analysis including before and after receiving any weatherization services.
9. I understand that the rights, requirements, and authorizations I certified to on this application may also apply to multiple heating seasons, crisis, and furnace applications, when supplemental benefits are issued, and to outreach activities.
10. I understand the information collected on this form may be disclosed to energy programs operating under the Wisconsin Public Benefit Program Authority, Wisconsin Public Service Commission Approval, or other programs administered by the State of Wisconsin and may be used for the purposes of referral, research, evaluation, and analysis.
11. I understand if eligible for energy assistance benefits, I may be referred to other residential weatherization and/or energy programs. I authorize the weatherization agency to provide weatherization services to my residence. If I am not the owner of the residence, I authorize the weatherization agency to contact my landlord and I will cooperate with the agency providing weatherization services.

I certify that the information on this application and all information given in connection with this application are true and complete statements of facts. I further certify that I have read and understand the statements above. I understand that I may be required to provide proof of any information on this application and that giving false information will invalidate this application, require the return of any benefits received and possibly subject me to criminal prosecution. By typing my name in the 'Applicant Signature' field, I indicate that I am the person named, and this entry is the legal equivalent of a manual/handwritten signature. I further understand that I may print out the document and sign by hand.

Applicant Signature	Date (mm/dd/ccyy)
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FOR OFFICE USE ONLY

Agency Worker Signature	Date (mm/dd/ccyy)
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I certify that I have verified the information on this application in accordance with Home Energy Plus policies and to the best of my knowledge this information is complete and accurate. I further certify that I do not have a personal relationship to any individual listed on this application in accordance with the Home Energy Plus Conflict of Interest Policy.

This application can be made available in alternate formats to individuals with disabilities upon request.

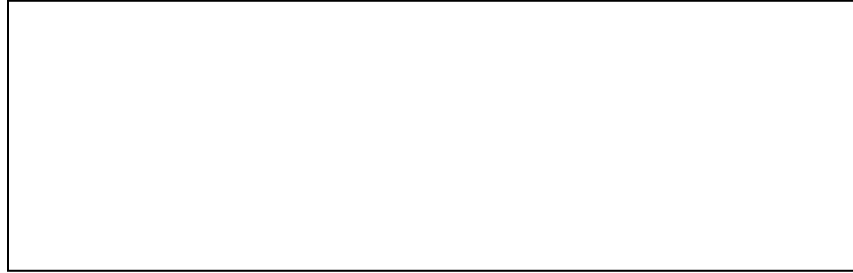
NOTE: Paper applications must be mailed to the local agency.

Send to: West CAP, westcap@wcap.org or PO box 308, Glenwood City, WI 54013

If the local agency address was not provided, you can obtain the correct mailing address for your local agency from:

<http://homeenergyplus.wi.gov/>

Click on the 'Where to Apply' tab and select the county or tribe where you live.



Agency: Attach a mailing sticker here with correct mailing address for application to be submitted.



DID YOU SIGN PAGE SEVEN?

Please tell us how you heard about the Energy Assistance Program this year:

- | | |
|---|--|
| <input type="checkbox"/> Insert in my utility bill | <input type="checkbox"/> Bus ad |
| <input type="checkbox"/> Phone call from agency | <input type="checkbox"/> Email from agency |
| <input type="checkbox"/> Mailed notice from agency | <input type="checkbox"/> Website (Identify Site) _____ |
| <input type="checkbox"/> Radio (Identify Radio Station) _____ | <input type="checkbox"/> TV news (Identify TV Station) _____ |
| <input type="checkbox"/> Notice in local paper or mailer (Identify paper or mailer) _____ | |
| <input type="checkbox"/> Energy Assistance flier (Where did you get the flier) _____ | |
| <input type="checkbox"/> Other (Identify the source) _____ | |

To apply online for Energy Assistance go to <https://energybenefit.wi.gov/>