

## Department of Public Health and Human Services STATE OF MONTANA

# Low Income Home Energy Assistance Program (LIHEAP), Low Income Home Water Assistance Program (LIHWAP), & Weatherization Application

To apply for the LIHEAP and LIHWAP, this application must be completed and returned to your local eligibility office LIHEAP heat assistance applications will <u>NOT</u> be accepted after April 30, 2023. However, you can apply for Weatherization all year. LIHEAP, LIHWAP 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 LIHEAP/LIHWAP/Weatherization office.

Complete each section of the LIHEAP/LIHWAP/Weatherization application. You must also provide

verification of all identities, incomes, resources, heat, electric and/or water bills. (See table at right).

## A LIHEAP/LIHWAP/Weatherization application cannot be processed without this verification.

LIHEAP/LIHWAP/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

Application submitted in month of:	Provide income verification for the month of:
August 2022	July 2022
September 2022	August 2022
October 2022	September 2022
November 2022	October 2022
December 2022	November 2022
January 2023	December 2022
February 2023	January 2023
March 2023	February 2023
April 2023	March 2023
May 2023	April 2023
June 2023	May 2023
July 2023	June 2023

members or direct descendants should contact their Tribal office for assistance. Native American household members who live on the Crow reservation should contact District VII Human Resource Development Council (Billings) for assistance.

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

Send completed application and all required documentation to your local eligibility office.

The last page of this application lists the addresses for each local 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 Eligibility Office or the Office of Administrative Hearings. The Office of Administrative Hearings address is:

Office of Administrative Hearings - Box 202922 - Helena, Montana 59620-2922

Use the	codes below to complete <b>Section 1 - Ho</b>	useholds Members section on the	next page.
Relationship:	Race Status:	Work Status:	Health Insurance Status:
SP/SO - Spouse/Significant Other	(Multiple Selections Allowed)	FT - Full-Time	MA - Medicaid
CH - Child	1 - White	PT- Part-Time	MC - Medicare
GC - Grandchild	2 - Black/African American	SW – Seasonal Worker	PV – Private (Direct Purchase)
FC - Foster Child	3 - American Indian/Alaska Native	<b>US</b> – Unemployed, short-term,	CH - Healthy Montana Kids
PA - Parent	<b>4</b> - Asian	6 months or less	<b>HA</b> – State Health Ins for Adults
SB - Sister/Brother	5 - Native Hawaiian/Pacific Islander	<b>UL</b> – Unemployed (Long-Term,	VA - Veterans Administration
AU - Aunt/Uncle	Highest Grade Completed:	more than 6 months)	EB – Employment Based
NN - Niece/Nephew	0 – 11 - Grades	<b>NE</b> - Not Employed (Not in	OT - Other
CO - Cousin	GED - GED-Completed	Labor Force)	NN - None / Unknown
EX - Ex-Spouse	HS - High School Diploma	R - Retired/Not Working	
NR - Not Related	12+ - Grade 12 + some Post-Secondary	NA – Not Applicable	SNAP: Yes or No
OR - Other-Related	AS – 2 Year College Graduate	Military Status	
Hispanic Status, US Citizen, Tribal	<b>VT</b> – Vo-Tech Graduate	<b>V</b> – Veteran	NOTE: Entries for gender,
Member, Disabled:	<b>BA</b> – 4 year College Graduate	AM – Active Military	Hispanic, and race are not
Yes or No	MS – Graduate other post-secondary schl	NA – Not Applicable	required.

#### Section 1 HOUSEHOLD MEMBERS

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

Provide all requested information for all persons living in the house regardless of relationship whether or not you consider them a household member.

How many people live in this residence? List everyone below	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
Last Name, First Name, MI											-		H	-		Re	
01		SELF		MM/DD/YY													
02								=									
03			-		_		41					-					
04																-	
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05							-										
06											-						
07			=										- /				
08																	
=								5									

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OLLEGE 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? ☐ Yes ☐ No							
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 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 office for assistance. Native American household members who live on the Crow							
Reservation should contact District VII Human Resource Development Council (Billings) for assistance.							
<u>VETERAN STATUS</u> 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?							
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?   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 month for any child listed on the application?   Yes   No   No   For any yes answers, specify which child(ren)							

If all members of your household receive SNAP benefits during the month you apply, you may be exempt from providing verification of the items in sections 6 and 7. Contact your local office for more information.

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Section 2	HOUSEHOLD	<b>ADDRESS</b>	INFORMATION

This application is for where y	ou are currently living at the	time of application. If you	move before or after appro	oval, you must reapply.	
Physical Address: (heat/electrici	ty/water service address):		City	County	Zip
Mailing Address or PO Box: (if d	fferent from residence):		City	County	Zip
What date did you move to this a Were you responsible for heating Is this property located within th	g costs at your prior location	? □Yes □ No		ite? □ Yes □ No	
Home Phone: Message Phone: Cell Phone: Other Phone (Specify):					
	Secti	on 3 HOUSING TYPE INFO	RMATION		
Housing type: (check one)  ☐ Mobile Home ☐ Double-Wide Mobile H ☐ House — Modular (Sing) ☐ Apartment or Duplex, of Total # of units in I ☐ NonTraditional Housing	ome e Family) etc. * ouilding:)	Number of bedrooms: (check one)  One Four Two Five Three Six	Rent or Own Home  Own Home Rent Home  Year Home was buil	Lot:  ☐ Yes	e.
Does your rent include □electri If you rent, provide name, addre		of your landlord:	Do you receive governme	ntal rent assistance?	] Yes □ No
Landlord Name			Phone Number		
Address			City/State/Zip		

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#### Section 4 HOME HEAT AND ELECTRICITY INFORMATION

A copy of your most recent HEAT or Electric bills 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, if your main heat is included in your rental payment or your main heat is not in your name; contact your local eligibility office as you may need an additional form.

☐ Natural Gas ☐ Electric ☐ Propane ☐ Fuel Oil ☐ Wood	Main Vendor	Other Heat Service  Natural Gas Electric Propane Fuel Oil Wood	e (Mark all that apply)  Additional Vendor	Additional Vendor
☐ Coal  Past due amount	Account Number	□ Coal	Account Number	Account Number
rast duc amoun	. oweu.	Past due amount	owed:	E .
Electricity Provide		Electric Account Number		□ None □Off-Grid
(If not identified ab	ove)			
n the past year has		received assistance with hea	n the bill? It or electric from another agend nount:	
	al Air Conditioning?		□ Yes	□ No
	w/Wall Air Conditioning (includ			□ No
	d received a utility (heat) past d			□ No
	an 10% Deliverable Fuel (oil/pr		☐ Yes	□ No
	service currently disconnected			□ No
are you completely	out of Deliverable Fuel (oil/pro	pane/coal/wood)?	☐ Yes	□ No
f your furnace or n	nain heat is not working prope	rly, describe:		
		(Other help	or assistance may be available)	

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		Section 5 S	OURC	ES OF INCOME	1.76	
lease check <b>ALL</b> the following sou	rces of income	e that have been received	by A	LL MEMBERS of your household within t	he pa	st month.
TANF (includes Tribal)  SNAP / Food Stamp  Supplemental Security Income Veteran Administration  General Assistance (includes T  Social Security  Financial Aid  Child Support: If paid through  Other: If checked, please expla	ribal)			Alimony Payments Worker's Comp Educational Grants Loans Gifts (Money) Pension/Retirement Income Utility Payment (Section 8 Housing)		If anyone in your household pays premiums for health, dental, or optical insurance, provide verification of those payments for the prior month for a possible reduction to your countable income.
	COPIES OF D	OCUMENTATION TO VER	RIFY A	LL GROSS INCOME MUST BE INCLUDED		
		Section 6 INCOME	OF H	DUSEHOLD MEMBERS		
Enter the requested informa	ation for all ho	usehold members regard	less o	f age or relationship. One-month preced	ing th	e month of application.
Name (Who Received Income)		Sources and Amounts of	Gros	s Income (Specify Each Source)		Gross Monthly Income
1						
2						
3						
1						

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

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.

#### Section 7 RESOURCES AND BUSINESS EQUITY

FINANCIAL INSTITUTION

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

You must provide full bank statements or other verific	ation of all resources		
Cash on Hand: \$ Checking Account			\$
Savings Account(s): \$			
2. Certificates of Deposit – Individual Retirement Account	ts -		\$
Tax Sheltered Annuities - 401(K); 403(B) or any other re	etirement account		
3. Cash value of stocks, bonds and other investments		H-1	\$
4. Value of business assets, rental properties or property (Self-employed households <u>must</u> provide this information			\$
5. Physical address(es) and County of property/real estate in which you live and its adjoining land.	e other than the home		\$
6. If you sold any real estate property within the past 12	months, provide closing settlement pap	pers and specify if it was your pri	mary residence.
	ER AND SEWER/WASTEWATER PROGRA		
Do you need help paying your water bill?   Yes   No If	yes, provide a copy of your recent wate	er bill.	
Water Provider:	Water Past Due Amount:	Account Number:	None (Well)
Has your household received a water past due notice		☐ Yes ☐ No	
<ul> <li>Is your water service currently disconnected?</li> </ul>		☐ Yes ☐ No	
Do you need help paying your sewer/wastewater bill?	es □ No If yes, provide a copy of yo	ur recent sewer/wastewater bi	II.
Sewer/Wastewater Provider Se	ewer/Wastewater Past Due Amount:	Account Number:	
<ul> <li>Has your household received a sewer/wastewater p</li> </ul>	ast due notice in the last 30 days?	☐ Yes ☐ No	
<ul> <li>Is your sewer/wastewater currently disconnected?</li> </ul>		☐ Yes ☐ No	
Does your rent include ☐ water or ☐ sewer/wastewater			

**CURRENT VALUE** 

#### Section 9 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. False, misleading, or incomplete information may result in the denial or termination of assistance, and/or potential repayment of assistance funds provided. If you are receiving another form of federal assistance and it is determined that there was a duplication in subsidy, you will be required to return the funds that were overpaid to Montana Department of Public Health and Human Services.

<u>I understand that Heat Assistance benefits are computed for October 1 through April 30</u>. I am responsible for any other costs not covered by any benefits I may have received. I certify that the information provided herein is true, complete, and correct to the best of my knowledge. I authorize the Department to communicate and share information to all third-party payees listed in the application and persons or organizations assisting in the application process, including but not limited to, late fees, security deposit, utility or utility deposit information. I have read; or have had read to me; all the above and all questions have been answered to my satisfaction.

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 Heat or Water Assistance or Weatherization benefits. I authorize the disclosure or release of any information relevant to my eligibility for Heat or Water 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, Montana Emergency Rental Assistance, Low-Income Home Water Assistance Program, Energy Share, other assistance programs and other sources for which a household may be eligible and to reduce potential for duplication of effort.

INFORMATION TO BE RELEASED OR DISCLOSED: Checking, 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 Heat Assistance received from agencies, Utility Account Information: including, but not limited to, Utility Account and Billing Information, Child Support Payments, Benefit Information.

Χ	Date:	SSN:
Signature of head of household. If signing on a person's beha	alf provide a copy o	of the Power of Attorney or Payee authorization.
X	Date:	SSN:
Χ	Date:	SSN:
X	Date:	SSN:

Signatures of all other household members age 16 or older.

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#### APPLICANT CHECKLIST

Make sure you have done the following things:
☐ Completed all spaces on the application, especially Income in Section 6 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 9.
☐ Included a copy of your most recent heat and electric bill(s) for the assistance for which you are applying.
☐ Included verification of all gross incomes received in the past month, 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 eligibility office.
☐ If anyone in your household pays premiums for health, dental, or optical insurance, provide verification of those payments for the prior
month for a possible reduction to your countable income.
The Low Income Home Water Assistance Program (LIHWAP) is a temporary program that will terminate when program funding has been
exhausted but no later than September 30, 2023.
☐ Applicant must receive water from a Public Water System (PWS) as defined by ARM 17.38.202(5).
☐ Wells and infrastructure are specifically excluded per federal guidance.
☐ Include a copy of your most recent water bill.
☐ Include a copy of your most recent sewer/wastewater.

NOTE: You should receive a letter within 45 days telling you whether you are eligible or if additional information is needed. Your application cannot be processed without all the information requested.

### **Local Eligibility Offices**

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

If you live in t	his 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 3116 First Ave North 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 Kalispell, MT 59901 Ph. 758-5433 or 1-800-344-5979 www.capnm.net

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 LIHEAP 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: <u>liheap.mt.gov</u>