



The Home Energy Assistance Program (HEAP) provides payment assistance for gas & electric costs, wood, or propane costs, and free home weatherization services for eligible low-income households in Monterey and Santa Cruz Counties.

You may qualify for the HEAP program if your gross monthly household income is less than:

\$2,019	\$2,641	\$3,262	\$3,883	\$4,505	\$5,126	\$5,243	\$5,359
1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons

PLEASE RETURN YOUR COMPLETED APPLICATION WITH THE FOLLOWING DOCUMENTS:

INCOME:

Please submit **CURRENT** copies of your monthly gross income documents for the **LAST 30 DAYS for all adults in the household**. Adult household members (*18 and over*) with no income must submit a written statement for any other earnings received within the last 30 days. All paperwork will be returned if documentation is outdated or unacceptable. **The application must be signed and dated by the applicant.**

You may submit current copies of the following if applicable:

- Pay check stubs
- SSA/SSI letter showing monthly benefits
- CalWorks/TANF (AFDC) letter/Notice of Action/Passport to Services
- Current copy of check or letter from payee for child support
- Documentation of any other income source

INCOME DOCUMENTS FOR ALL ADULTS IN THE HOUSEHOLD MUST BE SUBMITTED

* See reverse side for more detailed information *

ENERGY BILL:

Please submit a copy of your most **RECENT** energy bill for the **LAST 30 DAYS**. The bill must have billing name, service address (No PO Boxes), account number and must show at least 22 days of service.

- PG&E account** – send a copy of your most recent PG&E bill, including **ALL PAGES**, dated within the last 30 days.
- Wood or Propane account** – send a copy of your most recent statement or invoice. If you also have a PG&E account, send a copy of your current bill as your household’s total energy burden is used to determine eligibility.
- Utilities are included in your rent** – send a letter from your landlord stating how much of your rent goes towards energy costs *OR* you may call us to request a certification form that your landlord can fill out.
- Utilities are sub-metered** – send a copy of your recent rent statement from your property manager showing your energy costs.

PLEASE NOTE: VERY IMPORTANT!

*** Applicants may receive payment assistance only once per calendar year.***

Applicants in dwellings eligible for free weatherization services will receive notification after the HEAP application has been processed. Please do not send originals – we will not return. *** Please do not stop paying your bill! *** There is an 8-10 week processing period before credit will appear on your PG&E bill. A shut-off notice is not a bill – please submit complete bill along with notice.

Remember!

YOU MUST PROVIDE PROOF OF INCOME AND YOUR UTILITY BILL FOR THE LAST 30 DAYS WITH THIS APPLICATION. PROOF OF INCOME MUST HAVE NAME OF RECEIPT VISIBLE. IF NOT PROVIDED, THE APPLICATION WILL BE SENT BACK TO YOU.

ACCEPTABLE FORMS OF INCOME VERIFICATION:

- **Wages/Earned Income** - *current* copy of pay stub(s) covering one full month of gross income, letter from employer with gross amount and time period, Notice of Action showing earned income, HUD statement with annual income amount.
- **Pensions and Annuities** - *current* copy of check, pension verification, annual statement from pension plan, copy of bank statement showing direct deposit.
- **CalWorks/TANF (AFDC)** - *current* copy of a check, notice of action, passport to services, verification from worker with amount & date, food stamp verification, current aid summary.
- **GA VERIFICATION** - *current* copy of a check, notice of action.
- **SSI/SSP** – *current* copy of check (last 30 days), copy of bank statement showing direct deposit (last 30 days), dated annual benefit letter, computer printout, payee letter showing income amount, Form 2458 from Social Security Office.
- **SSA** - *current* copy of check, copy of bank statement showing direct deposit, dated annual benefit letter, computer printout, or payee letter showing income amount, Form 4926, Form 2458, HUD statement with a SS amount.
- **Interest/Dividend Income** - *current* statement from bank(s), *current* copy of financial statement(s) showing direct deposit, *current* copy of check(s)
- **Workers Comp/Disability/ Unemployment Benefits** - *current* copy of check(s) or check stub(s), *current* printout, or *current* award letter.
- **Child/Spouse/Individual Support** - *current* court document, *current* copy of check, *current* signed statement from person providing report, notice of action showing support.
- **Veteran's Benefits** - *current* copy of check, benefit letter, letter of verification from VA, copy of bank statement showing direct deposit.
- **Self-employed** - *current* copy of ledger/journal, signed self-employment statement showing month, gross receipts, gross expenses and net income.
- **Other Sources of Income** - *current* receipts for recycled materials, statement for odd jobs with dollar amount.

PLEASE SEND COPIES ONLY
ORIGINALS WILL NOT BE RETURNED!

Your Right to Privacy

In accordance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974, the following notification is provided to an applicant for energy assistance benefits through the local agency named below. The Low-Income Home Energy Assistance Program (LIHEAP) Act of 1981, as amended, and/or the Department of Energy (DOE) Energy Conservation and Production Act (ECPA), as amended, require the applicant to provide their name, home address, social security number, and monthly or annual income to the local agency for determination of applicant's eligibility to receive energy assistance benefits. Failure to provide all or part of the required information will prevent processing of the application. The information provided by the applicant will be used only for the determination of eligibility for energy assistance benefits provided by the local agency pursuant to grants issued by the State of California, Department of Community Services and Development (CSD). All personal information provided by the applicant on the reverse side of this application shall be maintained by the local agency. The local agency may share the applicant's information with other agencies administering LIHEAP and/or DOE-ECPA programs, CSD, or the U.S. Department of Health and Human Services. The applicant has a right of access to records containing his/her personal information, which are maintained by the local agency. If the applicant requires additional information pertaining to the maintenance of their personal information, he/she may contact CSD at 700 North 10th Street, Room 258, Sacramento, CA 95814, or telephone (916) 322-2940, attention Records Management Coordinator.

Central Coast Energy Services, Inc.
Monterey & Santa Cruz Counties: 1-888-728-3637
P.O. Box 2707 • Watsonville, CA 95077