



Application for Assistance

APPLICANT INFORMATION

Date _____ First Name _____

Middle Name _____ Last Name _____

Address _____

City _____

State _____ Zip Code _____ Ethnicity _____ Marital Status _____

Home Phone _____ Alternate Phone _____

Email Address: _____

By providing your email address, you consent to receive email notifications and information on behalf of CCAP. You may opt out of this email service at any time by contact us or following the opt-out instructions included in each email you receive.

Are you disabled? Yes No Are you a veteran? Yes No

Are you in a wheel chair? Yes No Are you home-bound? Yes No

Your home: Own Rent Do you have transportation? Yes No

Have you participated in other CCAP programs? No Yes

Please List: _____

How did you hear about us? _____

Other: _____

FAMILY COMPOSITION

NAME	RELATIONSHIP	SS#	BIRTHDATE	HIGHEST EDUCATION LEVEL
	<i>Head of Household</i>			

RETURN TO: CCAP Weatherization • PO Box 2009 • Fayetteville, NC 28302 • weatherization@ccap-inc.org • Fax (910) 223-0118



Application for Assistance

SOURCE OF INCOME

Gross Income: \$ _____ Income Frequency: _____

Employer 1: _____

Dates Employed From _____ To _____

Employer 2:

Dates Employed From _____ To _____

Please enter an amount for each of the following:

Employment		Food Stamps	
Retirement		Child Support	
SS		TANF	
SSI		Other	

Income Verification:

Check Stubs Social Security
 IRS Tax Records Other (describe) _____

Monthly Amount: \$ _____ TOTAL: \$ _____

Family Member Income Source _____

CURRENT MONTHLY EXPENSES

Oil: \$ _____ Gas: \$ _____

Electricity: \$ _____ Rent/ Mortgage: \$ _____

Will you authorize CCAP/ WAP staff to check you utility usage after weatherizing your home? Yes No

I hereby certify that the above information is true and accurate to the best of my knowledge.

Signature _____

DOCUMENTATION NEEDED FOR APPLICATION



Please ensure the following documents accompany your application so we can further assist you:

PROOF OF IDENTITY

Drivers' License, State-issued Identification Card, Military-issued Identification, Passport, or other State or Federal issued official identification. Must be over 18 years old.

VERIFICATION OF ALL INCOME

- Copy of check stubs (for 3 months)
- Proof of Current Social Security Income
- IRS documentation from prior year returns indicating amounts claimed and received
- Food stamp award letter or letter of application for services from agency
- **Bank statements are not accepted**

UTILITY BILLS

Copy of electric bill and/or fuel bill for last 12 months (1 year) with usage information (kilowatts, billed amount, meter read dates), and your account number on it.

PROOF OF OWNERSHIP FOR WEATHERIZATION PROGRAM

- Homeowners: copy of tax card, mortgage payment book or monthly statement.
- Renters: Signed agreement from landlord and proof of landlords' ownership.

DON'T DELAY THE APPLICATION PROCESS! Please be sure that you have signed all signature blanks, included social security numbers, birth dates, and income information for everyone in your household. Also, it is critical that we have a current, working telephone number where you can be reached.

If you have any questions about this application or the process, please call (910) 223-0116 and someone will reply to your inquiries as soon as possible.

N.C. DHHS, OFFICE OF ECONOMIC OPPORTUNITY WEATHERIZATION PROGRAM GUIDELINES



Family Size (Please select one.)	Actual Income (Please fill in appropriate space.)	HARRP	Guidelines
<input type="radio"/> 1		Less than \$17,505	Less than \$23,340
<input type="radio"/> 2		\$23,595	\$31,460
<input type="radio"/> 3		\$29,685	\$39,580
<input type="radio"/> 4		\$35,775	\$47,700
<input type="radio"/> 5		\$41,865	\$55,820
<input type="radio"/> 6		\$47,955	\$63,940
<input type="radio"/> 7		\$54,045	\$72,060
<input type="radio"/> 8		\$60,135	\$80,180

For family units with more than eight (8) members, add \$6,090 for HARRP and \$8,120 for Weatherization for each additional member.

I, the undersigned, certify that the total income received by my household for the past twelve (12) months does not exceed the amount indicated above.

Signature _____

Date _____

FUEL INFORMATION RELEASE FORM



Fuel Supplier _____
Address _____
City _____ State _____ Zip Code _____
Account Number _____

Fuel Supplier _____
Address _____
City _____ State _____ Zip Code _____
Account Number _____

I hereby authorize you to release information on my fuel bill, 12 months past and future to the date of the signing of this release, to the Cumberland Community Action Program, Inc.

I understand that this information will be used only to provide data for the above named agency and no information obtained through this release shall be made public in such a manner that the dwelling or occupants can be identified.

Signature _____

Date _____

Applicant Address

Address _____

City _____ State _____ Zip Code _____

SERVICE AGREEMENT



Please read the following and check the box indicating you understand and agree to the terms of our service agreement.

- I certify that all the information provided herein is true to the best of my knowledge. I am aware that this information is subject to review and verification and I may have to provide documents to support it. I am aware that I may be denied assistance if I am found ineligible. I am aware that I may be prosecuted if I have knowingly given false information in order to receive assistance. I have been notified of my right to appeal any denial of service or assistance for which I may be eligible and the procedure for appeal.

- I understand that authorized CCAP, Inc. staff or other with legitimate authority to monitor CCAP, Inc. practice may review my file for quality assurance, compliance and research purposes. If such a review should occur, I understand that my identity will be kept confidential in any findings.

- I hereby agree to hold CCAP, Inc., its employees, officers, directors and agents harmless from any claim, suit, action or demand made by any person, which in any manner may arise from any action or inaction taken by CCAP, Inc. in connection with services rendered by CCAP, Inc.

I acknowledge that I have read and understand each of the above provisions, terms and conditions of this agreement.

Head of Household Signature _____

Date _____

Applicant's Signature _____

Date _____

Program Specialist Signature _____

Date _____

PERMISSION FOR RELEASE OF CONFIDENTIAL INFORMATION



I, _____, henceforth referred to as "Customer", authorize
(Applicant Name)
Cumberland Community Action Program, Inc. to initiate and maintain a two-way sharing of pertinent information in my customer file between the CCAP Weatherization Assistance Program ("WAP") and contractors selected to perform weatherization-related services in my home. The contractors performing work on my home will be the following local organizations:

_____ Information can be shared only for the purposes of weatherizing your home and will not be sold to third-parties or other businesses.

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Date of Expiration _____

I understand that the information to be shared or disclosed will be confidential and may include family composites, income financial obligations and the nature of my situation or emergency, and that this information will be used by professional persons interested in the welfare of the above named individual. I grant this permission with the understanding that such record of the information will be made available to any person or agency other than shared or disclosed to those specified above. I agree that a photocopy or facsimile of the release form has the same validate as the original.

I acknowledge that I may rescind the consent form at any time, except to the extent that action has been taken in reliance on it, by doing so in writing by an authorized member of Weatherization. This permission will expire in one (1) year from the date of the original release, unless sooner rescinded. Material released by either agency is not to be re-released to third parties.

I give this consent voluntarily. I agree to hold Weatherization, it's parents company, CCAP, employees, and agent harmless from any liability pursuant to release of information from this document.

Applicant's Signature _____

Date _____

Witness Signature _____

Date _____

SUPPORTIVE SERVICES CLIENT GRIEVANCE PROCEDURE



1. **The Receptionist** shall attempt to rectify the problem. If the receptionist determines that the complaint needs to speak to his/her Program Specialist, the call will be forwarded to the Program Specialist.
2. **The Program Specialist at 910-223-0116** will make contact with the complainant by phone to try to discuss and resolve the problem. If the Program Specialist determines that he/she cannot resolve the problem, the Program Specialist will refer the complainant to the Program Director. The complainant will also be told that he/she has the right to speak to the Program Director.
3. **Once referred to the Program Director at 910-223-0116 ext 37**, a formal complaint form will be mailed. The form will request that the client return it to the Program Director. The Program Director will research the situation and send a written reply to the complainant.
4. **If the Program Director** is unable to resolve the complaint, he/she will refer the complainant to the **Chief Executive Officer at 910-485-6131**.

Head of Household Signature _____

Date _____

Applicant's Signature _____

Date _____

Program Specialist Signature _____

Date _____

CONFIRMATION OF BROCHURES



Please read the following and check the box indicating you have received the item described:

- Confirmation of Receipt of Lead Pamphlet**
I have received a copy of the pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, informing me of the potential risk of lead hazard exposure. I have been made aware that my house may have lead hazards, and that the Weatherization Assistance Program measures installed on my home will be done in accordance with the North Carolina Lead Safe Weatherization policy.

- Confirmation of Receipt of Energy Saving Guide**
I have been briefed by a Cumberland Community Action Program, Inc. Weatherization representative on home energy saving techniques. I certify that I have received a copy of the pamphlet, *Energy Savers, Tips on Saving Energy & Money at Home*.

- Confirmation of Receipt of Brief Guide to Mold, Moisture and Your Home**
I have received a copy of the pamphlet, *A Brief Guide to Mold, Moisture, and Your Home*, informing me of the potential risks, clean up and prevention of mold problems in my home. I received this pamphlet before the work began.

- Confirmation of Receipt of The Invisible Killer Pamphlet**
I have been briefed by a Cumberland Community Action Program, Inc. Weatherization representative on carbon monoxide poisoning techniques. I certify that I have received a copy of the pamphlet, *The Invisible Killer*.

- Confirmation of Receipt of Spray Polyurethane Foam**
I have been briefed by a Cumberland Community Action Program, Inc. Weatherization representative about tips and techniques on polyurethane foam. I certify that I have received a copy of the pamphlet, *Weatherizing with Spray Polyurethane Foam*.

- Confirmation of Receipt of A Citizen's Guide to Radon**
I have been briefed by a Cumberland Community Action Program, Inc. Weatherization representative on radon techniques. I certify that I have received a copy of the pamphlet, *A Citizen's Guide to Radon*.

Applicant Printed Name _____

Applicant's Signature _____

Date _____

Program Specialist's Signature _____

Date _____

WAIT LIST FORM



Date _____

You are income qualified for the Weatherization Assistance Program; however, at the present you are on our waiting list for an energy audit to determine whether your home qualifies for the Weatherization Assistance Program (WAP). The Energy Audit will also determine the weatherization measures to install on your home. Each year WAP is allotted a limited number of slots to allow for home energy improvements. A system has been carefully devised to prioritize all qualified WAP clients in an effort to remain fair, at present the approximate waiting period is up to 1 year or as long as funds are available.

As your name comes up on the list for home energy improvements, you will receive a call from a Weatherization program representative to schedule an appointment to perform an energy audit on your home.

The Heating Appliance Repair/Replacement Program (HARRP) is secondary to the Weatherization Assistance Program. A client only qualifies for HARRP if they qualify for the Weatherization Assistance Program (150% poverty guidelines). The main purpose of the program is to repair your current heating/air system or to replace a non-working heating/air system with what you currently have in your home. HARRP is not set up to upgrade heating/air systems nor is it set up to do on-going maintenance of systems. The same system that is used to prioritize the WAP clients is used to prioritize HARRP clients. Currently, the approximate waiting period is 3 or more years, or as long as funds are available.

If you have any questions, we can be reached at 910-223-0116. We look forward to helping you make your home more energy efficient.

With kind regards,
Weatherization Team

Applicant's Signature _____

Date _____

MEDIA RELEASE FORM



Date _____

Applicant Name _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Phone Number _____

I authorize the agency identified above to photograph the interior and exterior of my home, myself, my family and the work performed by the Weatherization Assistance Program.

I understand the photos may be used by the local agency and could also be used throughout the country by other local, state and federal agencies for information and instructional purposes only and will not be sold or used by the agency or any of the above to generate a profit.

I also understand that CCAP and the Weatherization program may use photos or video of myself and/or my home for a specific purpose or in general promotional material in both electronic and printed mediums. CCAP will not intentionally misrepresent me but will reserve the right to use my image and likeness for purposes relating to the promotion of all program areas, fundraising efforts, media coverage, and all forms of electronic/ social media.

I also understand our family will not be identified by address or location. I have not been compensated nor will I seek compensation for the photos and release the agency from responsibility should a third party violate the terms of this release.

I grant CCAP full permission to use my image and likeness represented in the photos or video taken as they see fit. I also understand that I may at any time withdraw permission for photos or video footage of me to be used by requesting in writing.

- I give CCAP permission to use my name along with any photo or video taken. (Your address, other than city and state, will never accompany any image of you or your home.)
- I prefer to remain anonymous, and request that CCAP either does not share my name or changes the name to protect my identity.

Applicant's Signature _____

Date _____

Witness Signature _____

Date _____

For more information on this media release waiver, please contact your Weatherization representative or the CCAP Communication Department at (910) 433-2720 or communication@ccap-inc.org.

NORTH CAROLINA WEATHERIZATION ASSISTANCE PROGRAM PERMISSION TO ENTER PREMISES FORM



To the dwelling owner:

Your dwelling has been approved for weatherization services under the Weatherization Assistance Program (WAP). At the bottom of this page is a form granting your permission for CCAP/ Weatherization to enter your dwelling to perform an energy audit, in order to determine what work needs to be done to your dwelling to decrease energy usage.

I, as the owner/authorized agent of the dwelling located at _____
Street Address

_____, _____ have read and understand the above and hereby
City State

grant permission for the representatives of CCAP/ Weatherization to enter this premise for the purpose of conducting an energy audit for the residents.

Applicant's Signature _____

Date _____

Agency Representative _____

Title _____

Date _____

NORTH CAROLINA WEATHERIZATION ASSISTANCE PROGRAM ENERGY EDUCATION CERTIFICATION



Job Number _____

Client Name _____

Date _____

I certify that the above name program participant has received energy education. During my educational visit I explained the following information and reviewed the energy saving tips listed below:

Energy Educator Signature _____

I certify that the Energy Educator has reviewed the following topics with me:

Program Participant Signature _____

BASIC ENERGY INFORMATION REVIEWED WITH EACH PROGRAM PARTICIPANT

- | | |
|--|---|
| <input type="checkbox"/> Home Energy Use | <input type="checkbox"/> Lighting Tips |
| <input type="checkbox"/> Average Monthly Appliance Costs | <input type="checkbox"/> Carbon Monoxide |
| <input type="checkbox"/> Heating and Cooling Tips | <input type="checkbox"/> Smoke Alarms |
| <input type="checkbox"/> Cooking Tips | <input type="checkbox"/> Lead-Based Paint |
| <input type="checkbox"/> Refrigerator/Freezer Tips | <input type="checkbox"/> Mold and Mildew |

WEATHERIZATION MEASURES TO BE COMPLETED

- | | |
|--|---|
| <input type="checkbox"/> Safety check/clean/tune of heating systems and appliances | <input type="checkbox"/> Insulation of floor/belly board |
| <input type="checkbox"/> Replace heating system | <input type="checkbox"/> Smart Thermostat |
| <input type="checkbox"/> Duct sealing | <input type="checkbox"/> Hot water tank insulation |
| <input type="checkbox"/> General air sealing | <input type="checkbox"/> Hot water pipe insulation |
| <input type="checkbox"/> Insulation of attic/ceiling | <input type="checkbox"/> Low flow shower head |
| <input type="checkbox"/> Insulation of side walls | <input type="checkbox"/> Lighting - Compact Fluorescent Bulbs |
| | <input type="checkbox"/> Furnace filters |

SAMPLE PRE - RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre - renovation education and renovation, repair, and painting regulations.

Occupant Confirmation

Pamphlet Receipt

- I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner - occupant

Signature of Owner -occupant

Signature Date

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- Declined** - I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

- Unavailable for signature** - I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery

Attempted Deliver Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

Note Regarding Mailing Option - As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.