

Application for LIHEAP (Gas/Electric) Utility Assistance AND/OR Weatherization Services

Community Action Partnership of Orange County (CAP OC), Energy and Environmental Services Department oversees administration of the Low-Income Home Energy Assistance Program (LIHEAP) and the Department of Energy's Weatherization Assistance Program (DOE WAP). These programs are funded by the United States Department of Health and Human Services, Department of Energy Region IX, and the California Department of Community Services and Development (CSD). The programs are designed to assist eligible low-income households to manage and meet their immediate home heating and/or cooling needs. In addition, LIHEAP provides financial assistance to offset heating and/or cooling costs and helps to improve household energy efficiency.

If you have a disability or need help with this application, you may request assistance from an agency representative, and someone will help you.

How do I apply?

- Complete the pages included in this application and include all required documents
 - o Print clearly utilizing an ink pen, do **not** use a pencil.
 - o If you make an error, do **not** use white-out. Simply draw a line through the error, initial it, and enter the correct information.
 - o Remember to sign and date your application.
 - A checklist of all mandatory documents is included to assist you in the application process. Incomplete and unsigned applications will delay the process of your application.
- Give the application to CAP OC in person, by mail or by fax (contact info on next page)
- Online Utility Assistance application: www.caliheapapply.com

Who gets priority?

In accordance with federal law, our department establishes a priority rating system once we reach a financial budget benchmark. Benefits are calculated based on your household's out-of-pocket energy cost versus household income and a point system.

How long will it take?

It may take up to 60 days until your utility assistance application has been processed. It is your responsibility to continue to pay and/or make payment arrangements with your utility company until eligibility is determined. We do not guarantee your benefit will be processed and paid before the date of the bill is due.

CAP OC will send you a letter to let you know if your household is approved or denied HEAP benefits.

Informational Page - Please take and keep for your records

CHECKLIST OF MANDATORY DOCUMENTS FOR LIHEAP

Community Action Partnership of Orange County Energy & Environmental Services Department 11870 Monarch St., Garden Grove, CA 92841 Tel (714) 839-6199, Fax (714) 839-2817

www.capoc.org

Online Utility Assistance application: www.caliheapapply.com

INSTRUCTIONS: You MUST submit all forms that are included with this packet (not including this and the previous informational pages), your <u>most recent</u> electric **and** gas bills (all pages) and proof of income for the household. Your application will <u>not</u> be processed if we are missing any of these items. YOU ARE REQUIRED TO MAKE YOUR OWN COPIES.

- Forms to fully complete, sign and date:
 - o Energy Intake Form (CSD43): please note that this has 2 pages front & back
 - *Account Holder Authorization & Consent Form (CSD081): ONLY fill out if someone other than the applicant is the account holder for the gas or electric bill
 - *Certification of Income & Expenses (CSD43B): ONLY fill out if you receive cash income or zero income
 - Conflict of Interest Form
 - Household Demographic Questionnaire
- Documents required:
 - Identification (for Applicant only): Copy of California picture ID with current legal name or other valid government-issued ID. ***If "Federal Limits Apply" is on ID: need US passport, US birth certificate or resident card as 2nd form of ID***
 - o Most recent Electric Bill (ALL pages) Billing period must be at least 22 days
 - o Most recent Gas Bill (ALL pages) Billing period must be at least 22 days
 - Proof of Income for everyone in the household 18 years of age and older. We look at gross income received in the LAST 30 DAYS ONLY so documents must be current/the most recent:
 - Gross Wages: paystubs for the past 30 days pay period
 - Self-Employment: most current signed 1040 tax form AND Schedule C (selfemployment) or Schedule E (for rental income)
 - Jobs Paid in Cash: complete Form CSD43 (mentioned above)
 - TANF (Cash Aid): Notice of Action for current month & year
 - Unemployment: EDD documentation reflecting a full consecutive month
 - Child Support: Statement from DCSS or court order
 - Social Security (SSA, SSI) or Disability (SSDI): Award letter for current year or current bank statement showing direct deposit from SSA, SSI or SSDI
 - Pensions/Annuities: Statement indicating gross income within last 30 days (bank statements are not acceptable)
- Include these documents if applicable:
 - Current CalFresh/ Food Stamps Notice of Action
 - Current Low-Income Housing Section 8 HUD letter
- If you are applying for Weatherization, you need to fill out additional forms. Please call or email us energy@capoc.org to request these forms.

Informational Page - Please take and keep for your records

Department of Community Service	es and Development		Official Use Only:			
Energy Intake Form			Priority Points			
CSD 43 (10/2022)			A.C.C.			
Agency: Intal	ke Initials: Ir	ntake Date:	Eligibility Cert	Date		
First name	Middle Initial	Last Name		Date of Birth		
				MM/DD/YY		
SERVICE ADDRESS – Address where yo	ou live (this <i>cannot</i> be a F	P.O. Box)				
Service Address				Unit Number		
Service City	Service County		Service State	Service Zip Code		
Have you lived at this residence during	g each of the past 12 mo	nths?				
Is your service address the same as ma	ailing address?			□ Yes □ No		
Do you own or rent your home?		•••••		🗆 Own 🗆 Rent		
Mailing Address				Unit Number		
Mailing City	Mailing Coun	ty	Mailing State	Mailing Zip Code		
Social Security Number (SSN):		Telephone Num	ber ()			
E-mail Address:						
PEOPLE LIVING IN HOUSEHOLD Enter the total number of people living in the household, including yourself		INCOME Enter the total number who receive income				
Demographics: Enter the number of household who are:	of people in the	Enter the total gros . the household:	<u>s</u> monthly incom	e for <u>all</u> people living in		
Ages 0 – 2 Years		TANF / CalWorks	\$			
Ages 3 - 5 years	·	SSI / SSP	\$			
Ages 6 - 18 years		SSA / SSDI	\$			
Ages 19 - 59	POLIPHOLINE .	Paycheck(s)	\$			
Ages 60 and older		Interest	\$			
Disabled		Pension	\$			
Native American		Other	\$			
Seasonal or Migrant Farmworker		Total Monthly In	come \$			
HOUSEHOLD MEMBERS ENTER THE INFORMATION BELOW FOR ALL HO If you have more than 6 people in you APPLICANT (HOUSEHOLD MEMBER First Name	ur household, please list		rate piece of pape	r. Relationship to Applicant		
				Self		
Date of Birth:		n Indian or Alaska Native [☐ Asian	Hispanic/ Latino/Spanish?		
Gender: ☐ Female ☐ Male		African American		☐ Yes ☐ No		
☐ Other☐ Unknown/Decline to Sta	i i	awaiian or Other Pacific Isl ce □Other □Unknown/I		☐Unknown/Decline to State		
Amount of Gross Monthly Income (Source of Inco				
, , , , , , , , , , , , , , , , , , , ,	•					

HOUSEHOLD MEMBER 2				
First Name	M.I.	Last Name		Relationship to Applicant
		:		
Date of Birth:	Racor	American Indian or	Alaska Native Asian	Hispanic/ Latino/Spanish?
Gender: Female Male	nace.	☐ Black or African Am		
☐ Other			Other Pacific Islander White	☐ Unknown/Decline to
☐ Unknown/Decline to State			er Unknown/Decline to State	State
Amount of Gross Monthly Income (before			Source of Income:	
, , , , , , , , , , , , , , , , , , , ,	o tunco		Source of meanie.	
HOUSEHOLD MEMBER 3				
First Name	M.I.	Last Name		Relationship to Applicant
Date of Birth:	Race	American Indian or	Alaska Native Asian	Hispanic/ Latino/Spanish?
Gender: ☐ Female ☐ Male	1	☐ Black or African Am		☐ Yes ☐ No
□ Other			Other Pacific Islander White	☐ Unknown/Decline to
☐ Unknown/Decline to State			er Unknown/Decline to State	State
Amount of Gross Monthly Income (befo	re taxes		Source of Income:	1
, .		•		
HOUSEHOLD MEMBER 4				
First Name	M.I.	Last Name		Relationship to Applicant
Date of Birth:	Race:	American Indian or	· Alaska Native	Hispanic/ Latino/Spanish?
Gender: ☐ Female ☐ Male	1	☐ Black or African Am	nerican	☐ Yes ☐ No
☐ Other		☐ Native Hawaiian or	Other Pacific Islander White	☐Unknown/Decline to
☐ Unknown/Decline to State		er Unknown/Decline to State	State	
Amount of Gross Monthly Income (befo	re taxes		Source of Income:	

HOUSEHOLD MEMBER 5				
First Name	M.I.	Last Name		Relationship to Applicant
Date of Birth:	Race:	American Indian or	Alaska Native 🗆 Asian	Hispanic/ Latino/Spanish?
Gender: ☐ Female ☐ Male		☐ Black or African An		☐ Yes ☐ No
☐ Other			Other Pacific Islander White	☐ Unknown/Decline to
☐ Unknown/Decline to State			er Unknown/Decline to State	State
Amount of Gross Monthly Income (befo	re taxes		Source of Income:	de la companya de la
	,			
HOUSEHOLD MEMBER 6				
First Name	M.I.	Last Name		Relationship to Applicant
Date of Birth:	Race:	American Indian or	· Alaska Native 🗌 Asian	Hispanic/ Latino/Spanish?
Gender: ☐ Female ☐ Male	1	☐ Black or African An		☐ Yes ☐ No
☐ Other			Other Pacific Islander White	☐Unknown/Decline to
☐ Unknown/Decline to State		☐ Multi-Race ☐ Othe	er Unknown/Decline to State	State
Amount of Gross Monthly Income (befo	re taxes		Source of Income:	

Are you or someone in your household (URREN	TLY receiving CalFresh	(Food Stamps)?	□ No

PAY BILL	
To which energy bill (CHOOSE ONLY ONE) do you want the LIHEAP benefit to be applied?	(Attach complete copy of most recent bill or receipt)
□ Natural Gas □ Electricity □ Wood □ Propane □ Fuel Oil □ Kerosene □ Manufa	actured log Pellets Other Fuel
Enter the energy company and account number:	
Company Name: Account #:	
Is your utility service shut-off? \square Yes \square No	
Do you have a past due notice? ☐ Yes ☐ No	
Are your utilities included in rent or submetered? ☐ Yes ☐ No	
Are your utilities all electric? ☐ Yes ☐ No	
Is your Natural Gas Company the same as your Electric Company?	
WOOD, PROPANE or FUEL OIL SERVICE (WPO)	
Are you currently out of fuel? (Wood, Propane, Oil, Kerosene, Other Fuels)	□ No □ N/A
List the approximate number of days until you run out of fuel (Wood, Propane, Oil, Kerosene,	, Other Fuels).
Number of Days: N/A	
ENERGY INFORMATION	
The questions below are MANDATORY . Please check all energy sources used to heat your A copy of all recent energy bills and/or receipts for any home energy cost must be provided	
NOTE: A copy of an electric bill must be included even if you do not use electricity to heat y	
What is the main fuel used to HEAT your home? One main heating source MUST be checked.	, our morne.
□ Natural Gas □ Electricity □ Wood □ Propane □ Fuel Oil □ Kerosene □ Manuf	actured log
In addition to your main heating source, do you ever use any of the following to heat you	r home (you can select more than one):
□ Natural Gas □ Electricity □ Wood □ Propane □ Fuel Oil □ Kerosene □ Manufacto	ured log Pellets Other Fuel N/A
Are you the account holder: Electric Bill	
to CSD, its contractors, consultants, other federal or state agencies (CSD Partners) and to my utility co about my household's utility account, energy usage and/or other information needed to provide servi of the form. My consent shall be effective for the period beginning 24 months prior to, and continuing understand that if my application for LIHEAP/DOE benefits or services is denied, or if I receive untime may initiate a written appeal with the local service provider and my appeal shall be reviewed no later not satisfied with the local service provider's decision I may then appeal to the Department of Communities 22, California Code of Regulations section 100805. If applicable, I hereby authorize installation of cost to me. I declare, under penalty of perjury, that the information on this application is true, correct for the purpose of paying my energy costs.	ices and benefits to me as described at the end g for 36 months after, the date signed below. I ly response or unsatisfactory performance, I than 15 days after the appeal is received. If I am unity Services and Development pursuant to f weatherization measures to my residence at no
x	
*** APPLICANT'S SIGNATURE ***	Date
AGENCY NAME: Community Services and Development (CSD). UNIT RESPONSIBLE FOR MAINTENANC AUTHORITY: Government Code Section 16367.6 (a) Names CSD as the agency responsible for managing provide will be used to decide if you are eligible for a LIHEAP payment and/or weatherization services voluntary. If you choose to apply for assistance, you must give all required information. OTHER INFO the annual update of the Department of Health and Human Services' State Median Income, Federal Interprogram eligibility. During application processing, CSD's designated subcontractor may need to ask year eligibility for either or both programs. ACCESS: CSD's designated subcontractor will keep your completed determine your eligibility. You have the right to access all records holding information about your services on the basis of race, religious creed, color, national origin, ancestry, physical disability, mentasex, age, or sexual orientation. APPLICANT: DO NOT FILL OUT THE INFORMATION BELOW. THIS SECTION IS FOR	ng HEAP. PURPOSE: The information you is. GIVING INFORMATION: This program is surMATION: CSD uses statistical definitions from income Poverty Guidelines, to determine ou for more information to decide your eted application and other information, if used, CSD does not discriminate in the provision of all disability, medical condition, marital status,
Utility Assistance being provided under which program → ☐ HEAP ☐ Fast Track ☐ F	
Base Benefit \$ Supplement \$ Total Benefit \$	
Total Energy Cost \$ Energy Burden	
Energy Services Restored after disconnection: Yes No Disconnection of Energy Serv	ices prevented:
Home Referred for WX: ☐ Home Already Weatherized: ☐	

Department of Community Services and Development

Account Holder Authorization and Consent Form CSD Form 081 (Rev. 12/17)

ACCOUNT HOLDER NAME(S) AND MAILII	NG ADDRESS
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account Holder's mailing address (Street)		Unit Number (if any)
City)	State	Zip Code
s the utility service address the same as the account holder's mailing address	? Yes	No
ull Name of Applicant for Benefits (from Form 43)		
Itility Service Address (Street)		Unit Number (if any)
City)	State CA	Zip Code

Please enter your utility company name and service account number below (you can find the account number on your bill). If different companies provide your electricity and gas services, please enter the name and account number for both utilities.

Name of Utility Company	Service Account Number
Name of Utility Company (if you have a second Utility Company)	Service Account Number

AUTHORIZATION AND CONSENT

By signing this form, you (Account Holder) give your authorization and consent (permission) to CSD, its contractors, consultants, other federal or state agencies (CSD Partners) and to your utility company and its contractors, to share information about your property's utility account, meter usage and energy consumption data, and other information as needed for the period beginning 24 months prior to, and continuing for 36 months after, the date signed below. The information you authorize us to obtain and share will be used for the purposes of evaluating home energy usage of program beneficiaries so that CSD can: a) measure the effectiveness of the services we provide by determining how much your utility bills are reduced and how much our services reduce carbon emissions (air pollution), and b) report these results to federal and state authorities that fund and oversee energy assistance programs in California. CSD, its contractors, consultants, other federal or state agencies and affiliated programs (CSD Partners), working cooperatively with your utility company and its contractors, use this information to provide services that assist low-income families, such the applicant, to pay their home energy bills and mange those energy needs for the purposes stated in this Authorization.

Signature of Account Holder	Date	Name of CSD Contractor/Partner Organization

REVOCATION OF AUTHORIZATION AND CONSENT

You agree that your consent shall remain in effect for 36 months from the date you sign this Authorization, unless otherwise revoked by written notice mailed to: CSD Energy & Environmental Services Division, 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833. Revocation will be effective upon receipt, but will not apply to any information shared while this Authorization was valid.

APPLICABLE PROGRAMS

Some of the programs CSD oversees or partners with include:

- CSD Federal Low-Income Home Energy Assistance Program (LIHEAP)
- CSD Federal Department of Energy Weatherization Assistance Program (DOE WAP)
- State Low-Income Weatherization Program (LIWP)
- Department of Housing and Urban Development (HUD) Lead Hazard Control and Healthy Homes Program
- Utility Company Energy Savings Assistance (ESA) Program
- Utility Company California Alternate Rates for Energy (CARE) Program

Department of Community Services and Development

CSD 43B (rev.12/2013)

Name and Address

Name:

CERTIFICATION OF INCOME AND EXPENSES

You are being asked to complete this form because you requested assistance, and state that your entire household cannot provide proof of income. The State of California requires the applicant to report all sources of income. This form will help us understand how you are meeting expenses. Please complete the information below:

Addre	ess:					
Section	on 1:	Do you hav	e sources of income you forgot	to report?		
YES	NO	During the	previous month have you been en	nployed part t	ime?	
YES	NO	During the	previous month have you been se	If-employed?		
YES	NO		previous month did you receive m care, donating blood, etc?	oney for any	work that you perform	m only once in a while, like yard
YES	NO		previous month have you received ber of the person who gave you th		money from anyone?	? If yes, please list the name and
YES	NO	During the	previous month did you receive ar	ny of the follow	wing: (circle any that	apply)
		Worker	'S COMP UNEMPLOYME (GOVERNMENT :	SPONSORED BENEFIT	S CHILD SUPPORT
YES	NO	Do you rec	eive any of the following (circle an	y that apply)		
		Annui	TY PENSION TRIBAL	CASINO PAYM	ENTS RENTAL INCO	ME INSURANCE BENEFITS
		Are you us How much	ing some other asset?			p below. if needed (DOE only) or excutive Director Sign here
YES	NO		rrowing from credit cards?			
		How much				
YES	NO	Are you bo	prrowing from some other source?			
	i					
			us how you paid these monthly		•	
EXPE	NSE	MONTHLY COST	HOW HAS THE EXPENSE BEEN PAID?	IF SOMEONE	ELSE PAYS FOR YOU,	PLEASE COMPLETE:
Rent		\$		Name:		Phone:
Mortg	age			Address:		
Utili	ty	\$	3	Name:		Phone:
Bill				Address:	77777070000000000000000000000000000000	
Foc	nd	\$		Name:		Phone:
1 00		Ψ		Address:		T HOTO.
C4	: 4 -	16				
Secti	ion 4:	if none of t	he above applies to you, please	explain now	your monthly expe	enses were paid:
					444UU	
	-				······································	
	***************************************			***************************************		2
Sign	ature	•	The same of the sa	VIII.	/ MUNIOLEMAN -	
By sig	gning t nation.	his form, I affir	m that I believe these facts are accura	_		er my permission to verify this
Sian	ature				Γ	Date
J.9.1	atui 0			***************************************		

Energy and Environmental Services Department

EES (8/18)

CONFLICT OF INTEREST FORM

You are being asked to complete this form because you requested Utility and/or Weatherization assistance. The State of California requires Community Action Partnership of Orange County (CAP OC) to establish safeguards to ensure its employees or its officers do not engage in actual or potential conflicts of interest. The applicable sections must be completed and returned with the Energy Intake form CSD 43 for processing. Program eligibility is soley based on income guidelines and program requirements. Your affiliation or employment with CAP OC will not be a determining factor for program eligibility.

L.	Applicant Section					
First Name	Last Name					
Address	City		Zip Code			
III.	Affiliation Section					
Are you related or friends with an employee, bo	ard member or anyone	affliated with C	AP OC?			
NO YES If yes, what is the first and I	ast name of the perso	n?				
<u> </u>	am Participation Secti					
Has anyone in your household applied for Utility	/ Assistance in the sar	ne program year	?			
NO YES If yes, what is the first and I	ast name of the perso	n?				
IV.	Confirmation Section					
Community Action Partnership permission to verlaw for knowingly making false or fraudulent stat		nay be held liable	under Federal and state			
X *** APPLICANT'S SIG	NATURE ***		TODAY'S DATE			
Office Use Only						
Certified By:			Certified Date:			
Assistance Type:	*wx		Benefit Amount:			
Conflict of Interest Compliance						
Application Request for Processing:	Approved	Denied				
х						
*** DEPARTMENT DIRECTO			DATE			
Application Request for Processing:	Approved	Denied				
x						
*** PRESIDENT & CEO'S	SIGNATURE ***		DATE			
Data Entry Completed & Exported By:			Date:			



! PLEASE SUBMIT THIS PAGE WITH YOUR COMPLETED APPLICATION !!

INSTRUCTIONS:

Please fill out the chart below with information for each household member. Either write in or circle your answer. Use the key to determine the number that corresponds with your choice for the different categories. M means MALE, F means FEMALE. Y means YES, N means NO. DISCONNECTED YOUTH is defined as youth ages 14-24 who are neither in school nor working.

ARE YOU A RENTER OR OWNER? PLEASE CIRCLE Renter Owner

Household Member Name	Gender	Disat	oled	Disconi You		Ins	Health urance (Type)	Work Status	Military Status	Education Level	Race	Ethnicity	Ethnicity Subcategory	Language
	M F Other	Υ	N	Y	N	Υ	N							
	M F Other	Υ	N	Y	N	Υ	N							
	M F Other	Υ	N	Y	N	Υ	N							
	M F Other	Y	N	Y	N	Υ	N							
	M F Other	Υ	N	Y	N	Υ	N							
	M F Other	Y	N	Y	N	Υ	N							
	M F Other	Y	N	Y	N	Υ	N							
	M F Other	Y	N	Y	N	Υ	N							

KEY

HEALTH INSURANCE

- 1 Direct Purchase
- 2 Employment-Based
- 3 Medicaid
- 4 Medicare
- 5 Military Health Care
- 6 State Children's Health Ins Program
- 7 State Health Ins for Adults

WORK STATUS

- 1 Employed Full-Time
- 2 Employed Part-Time
- 3 Migrant Seasonal Farm Worker
- 4 Unemployed (Short-Term, 6 mo or less)
- 5 Unemployed (Long-Term, more than 6 mo)
- 6 Unemployed (Not in Labor Force)
- 7 Retired

MILITARY STATUS

- 1 Veteran
- 2 Active Military
- 3 Not Military

EDUCATION LEVEL

- 1 Grades 0-8
- 2 Grades 9-12/Non-grad
- 3 High school grad/ equivalency
- 4 12th grade + some post-secondary
- 5 2 or 4 years college grad
- 6 Graduate or other post-secondary school

RACE

- 1 American Indian or Alaska Native
- 2 Asian
- 3 Black or African American
- 4 Native Hawaiian/ Other Pacific Islander
- 5 White
- 6 Other
- 7 Multi-Race

ETHNICITY

- 1 Hispanic, Latino or Spanish Origin
- 2 Not Hispanic, Latino or Spanish Origin

ETHNICITY SUBCATEGORY

ASIAN:

- 1 Asian Indian
- 2 Chinese
- 3 Filipino
- 4 Japanese
- 5 Korean
- 6 Vietnamese
- 7 Other Asian

HISPANIC LATINO:

- 8 Central/ South American
- 9 Cuban
- 10 Dominican
- 11 Mexican, Chicano
- 12 Other Spanish/ Latino
- 13 Puerto Rican

NATIVE HAWAIIAN/ OTHER PACIFIC ISLANDER:

- 14 Native Hawaiian
- 15 Guamian or Chamorro
- 16 Samoan
- 17 Other Pacific Islander
- 18 Other Asian

LANGUAGE

- 1 Afrikaans
- 2 Arabic
- 3 Armenian
- 4 Chinese
- 5 English 6 - Farsi
- 7 French
- 8 Greek
- 9 Hebrew
- 10 Hindi
- 11 Japanese
- 12 Korean
- 13 Pashto
- 14 Polish
- 15 Portuguese
- 16 Punjabi
- 17 Russian
- 18 Spanish
- 19 Turkish
- 20 Urdu
- 21 Vietnamese
- 22 OTHER