

**Department of Elder Affairs  
Emergency Home Energy Assistance for the Elderly Program (E HEAP)**

**E HEAP Application**

**Section One: Applicant (Age 60 and older) Information**

Complete Section One in its entirety.

Special notes:

- ✓ The Date Stamp is the official application date;
- ✓ The Intake Worker (with name and phone recorded) is the person who accepts the application and required documentation;
- ✓ The applicant's income type(s) and monthly income amount is recorded in this section, and
- ✓ *If any field is determined to be not applicable, complete the field by entering N/A.*

**Section Two: Additional Household Members Information**

Complete Section Two by listing additional household members and providing the information requested.

Special notes:

- ✓ At a minimum, the name, age, and Social Security number is required;
- ✓ You will be attaching a calculator tape of the household's income calculations in the section provided on the E HEAP Eligibility Worksheet; and
- ✓ *If any field is determined to be not applicable, complete the field by entering N/A.*

**Section Three: Household Characteristics**

Complete Section Three by answering each "Yes" or "No" question and providing additional information if applicable.

Special note:

- ✓ *If any field is determined to be not applicable, complete the field by entering N/A.*

**Section Four: Heating and Cooling Information**

Complete Section Four by answering each question.

Special note:

- ✓ *If any field is determined to be not applicable, complete the field by entering N/A.*

**Section Five: Energy Crisis Explanation**

Section Five is completed by choosing the best possible explanation for the applicant's crisis and obtaining their signature and date of signature.

Special note:

- ✓ *If any field is determined to be not applicable, complete the field by entering N/A.*

### **Client Attestation and Signature**

The applicant should read the attestation statement. If the applicant is unable to read the attestation statement, the intake worker should read it to them before they sign and date the application.

At this point, the intake worker should have the applicant sign the waiver, authorizing the release of general and/or confidential information for LIHEAP/EHEAP federal reporting. CIRTS will require you to verify that either the waiver has been signed or that the client has refused to sign.

## **EHEAP Eligibility Worksheet**

### **Section Six: Income Eligibility Determination**

Complete Section Six by stapling the calculator tape in the space provided and entering the annual income and checking the appropriate number of individuals in the household to determine the household annual income limit.

Special notes:

- ✓ Adjacent to the annual income limit by household size is the 50 percent of poverty amount by household size. If the annual household income is below the amount for the household size, AND the household does not receive SNAP, the applicant must provide a written statement of how basic living expenses are provided for the household.
- ✓ *If any field is determined to be not applicable, complete the field by entering N/A.*

### **Section Seven: Utility Verification**

Complete Section Seven by completing in its entirety.

Special notes:

- ✓ The minimum amount due is the amount provided to you during the verification process with the energy vendor.
- ✓ For those applicants receiving a utility subsidy, the minimum amount due will be reduced by the utility subsidy amount listed on the applicant's public housing lease, to determine the total EHEAP benefit. The reduction does not include utility reimbursements.
- ✓ *If any field is determined to be not applicable, complete the field by entering N/A.*

## **Section Eight: Weatherization Assistance Program (WAP) Referral**

Complete Section Eight in its entirety.

Special notes:

- ✓ When determining the number of LIHEAP or EHEAP benefits the applicant has had, you will include this application in the count, provided the application is approved. Refer back to Section Seven, to the information obtained from the LIHEAP provider.
- ✓ *If any field is determined to be not applicable, complete the field by entering N/A.*

## **Section Nine: Resolution of Crisis**

Complete Section Nine by selecting all that applies to this applicant and application for services.

Special notes:

- ✓ The left-hand selections indicate that the application has been acted upon within the 18-hour requirement.
- ✓ If the selection is made to deny the application, pending additional information from the client, the 18-hours has been met and does not repeat itself when the client returns with the pending information. You have already met the requirement.
- ✓ *If any field is determined to be not applicable, complete the field by entering N/A.*

## **Case Worker Signature**

To complete this section, the individual who completes the EHEAP Eligibility Worksheet, determines income eligibility, and provides the commitment to the utility vendor must sign and complete the requested information.

Special note:

- ✓ If you are the applicant, or friend, relative, or employee of the applicant, you cannot determine the eligibility or award EHEAP benefits.

## **Approval Signature**

To complete this section, the signer is attesting that he/she has reviewed the application for completeness, determined that all required documentation is included, and verified that the annual household income calculation and EHEAP benefit awarded are correct.