

Lassen Economic Development Corporation  
464-895 Mooney Rd. / PO Box 850  
Westwood, CA 96137  
(530)256-3531

## 2021 LIHEAP Application

This application is for the 2021 Low Income Home Energy Assistance Program (LIHEAP) and is the **only** application we can accept. Instructions are on the back of this page explaining what documentation is needed to complete your application. It is very important to get all documentation in with your application. Once we receive your application you will only have 6 weeks to complete it, failure to do so will result in a denial of services and you will have to reapply.

If your household income qualifies, you may receive a onetime payment to the provider of your primary source of heat. Each complete application will go through a determination process. If you are approved for LIHEAP, a payment will go directly to the energy provider and will be credited to your account. Please be aware that an approved application or confirmation from our office does not necessarily guarantee a fuel delivery nor prevent a shut off. **It is your responsibility to pay your energy bill until your LIHEAP payment is received by your energy provider.**

**Wood vouchers are issued June-September only. Only elderly and disabled households are eligible to apply for wood.** If you are approved for wood, a wood voucher will be mailed to you or can be picked up in our office if you live locally. Wood vouchers are to be filled in four weeks and submitted to our office before payment will be issued to the wood vendor. Payments to energy and wood vendors take approximately 4-6 weeks. **Only vendors from the list provided with your voucher can be used and paid by our office.**

Your application will not be considered for LIHEAP until it is complete. It is your responsibility to make sure our office has received all the documentation required\*\*. Failure to complete your application will result in a denial of services and you will have to reapply.

**\*\* Beginning in 2022 the Head of Household (Person filling out the application) will be required to provide the California REAL ID to qualify for assistance.**

**Assistance is not a guarantee. Funds are limited.**

Faxed applications and applications with white out are not accepted.

If you would like assistance completing this application, you may make an appointment with our staff or call our office with any questions you may have. Lassen Economic Development Corporation is open 8:00 a.m. to 5:00 p.m. Monday thru Friday.

Jodie Gunn  
Executive Director

## **Energy Application Instructions for LIHEAP**

The receipt of your application is not a guarantee of assistance. All applicants will go through a determination process to see the highest needs of each household. Applications must be complete, incomplete applications or applications missing required documentation will jeopardize your assistance. Please send copies as we do not return originals.

### **What You Need To Provide Us:**

- Complete and Sign the Application (six pages including four signatures and initials). If your utility bill is in someone else's name you will need their signature and initials on the consent form.
- Provide the last 30 days income for everyone aged 18 and over living in the household. Verification would be paystubs, award letters, profit and loss statement if you are self-employed, etc. \*Pension income verification must show the gross amount. Supplemental Health Insurance Premiums may be deducted from your gross income if you provide a current bill.
- If someone in the household aged 18 or older has no income they will be required to fill out a "Certification of Income and Expenses" form that can be picked up in our office or can be mailed to you. Filling out this form also requires you to verify (in writing) how your household expenses are being met.
- Passport to Services if you receive TANF or Cal Fresh. This form can be obtained by contacting you worker at the social service office.
- Your most current electric bill showing usage and must be for at least 22 days or more. Entire bill must be submitted.
- Your most current bill for propane, kerosene or natural gas. Entire bill must be submitted. If you have a COD account you will need to get a quote from the company you plan to use.
- If the utility bill(s) are in someone's name other than the head of household (person filling out the application) you will need that person to sign and initial the bottom portion of the page titled Client/Customer Consent Form and Authorization. It is mandatory for you to obtain this signature in order for you to get services. Getting this signature is your responsibility.
- Copies of Social Security Cards for all members of the household.
- Head of Household (Person filling out the application) must provide California identification. If the ID states Federal Limits Apply you must also provide a copy of your Birth Certificate.

**Beginning in 2022 the California REAL ID will be required to qualify for assistance.**

In order to avoid resubmitting your application, please make every effort to provide us with a complete application as applications expire 6 weeks from the day they are submitted.

**Please Note:** If you receive LIHEAP funds from any other entity, you are not eligible for assistance through Lassen Economic Development Corporation. We do share information with other LIHEAP providers.

**Submit All Applications and Documentation to:**  
**Lassen Economic Development Corporation**  
**PO Box 850/464-895 Mooney Rd. – Westwood, CA 96137**  
**(530)256-3531**

If you have any questions, please feel free to call our office for help. Monday- Friday from 8 am – 5 pm

**Department of Community Services and Development**

Energy Intake Form

CSD 43 (10/2017)

*Official Use Only:*

Priority Points

A.C.C.

Eligibility Cert Date

Agency:

Intake Initials:

Intake Date:

First name

Middle Initial

Last Name

Date of Birth

**SERVICE ADDRESS – Address where you live (this *cannot* be a P.O. Box)**

Service Address

Unit Number

Service City

Service County

Service State

Service Zip Code

 Have you lived at this residence during each of the past 12 months? ..... ☐ Yes ☐ No

 Is your service address the same as mailing address? ..... ☐ Yes ☐ No

Mailing Address

Unit Number

Mailing City

Mailing County

Mailing State

Mailing Zip Code

Social Security Number

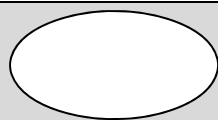
(SSN):

Telephone Number

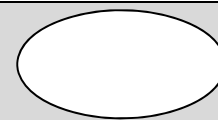
E-mail Address:

**PEOPLE LIVING IN HOUSEHOLD**

Enter the total number of people living in the household, including yourself →


**INCOME**

Enter the total number of people who receive income →


*Demographics: Enter the number of people in the household who are:*
*Enter the total **gross** monthly income for **all** people living in the household:*

Ages 0 – 2 Years

TANF / CalWorks

\$

Ages 3 - 5 years

SSI / SSP

\$

Ages 6 - 18 years

SSA / SSDI

\$

Ages 19 - 59

Paycheck(s)

\$

Ages 60 and older

Interest

\$

Disabled

Pension

\$

Native American

Other

\$

Seasonal or Migrant Farmworker

**Total Monthly Income**

\$

**HOUSEHOLD MEMBERS**

 ENTER THE INFORMATION BELOW FOR **ALL** HOUSEHOLD MEMBERS.

If you have more than 7 people in your household, please list the information on a separate piece of paper.

First Name	Last Name	Relation to Applicant	Date of Birth MM/DD/YY	Amount of Gross Monthly Income (Before Taxes and Deductions)	Source of Income
		Self			
<b>Household Total Monthly Gross Income</b>				<b>\$</b>	
<b>Are you or someone in your household CURRENTLY receiving CalFresh (Food Stamps)?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> 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 ☐ Other Fuel**Enter the energy company and account number:**

Company Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Is your utility service shut-off? ☐ Yes ☐ NoDo 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?** ☐ Yes ☐ No**WOOD, PROPANE or FUEL OIL SERVICE (WPO)****Are you currently out of fuel?** (Wood, Propane, Oil, Kerosene, Other Fuels) ☐ Yes ☐ 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 home.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 your home.

**What is the main fuel used to HEAT your home?** One main heating source **MUST** be checked.☐ Natural Gas ☐ Electricity ☐ Wood ☐ Propane ☐ Fuel Oil ☐ Kerosene ☐ Other Fuel**In addition to your main heating source, do you ever use any of the following to heat your home (you can select more than one):**☐ Natural Gas ☐ Electricity ☐ Wood ☐ Propane ☐ Fuel Oil ☐ Kerosene ☐ Other Fuel ☐ N/A**Are you the account holder:** **Electric Bill** ☐ Yes ☐ No **Natural Gas Bill** ☐ Yes ☐ No

The information on this application will be used to determine and verify my eligibility for assistance. By signing below, I give my consent (permission) to CSD, its contractors, consultants, other federal or state agencies (CSD Partners) and to my utility company and its contractors, to share information about my household's utility account, energy usage and/or other information needed to provide services and benefits to me as described at the end of the form. My consent shall be effective for the period beginning 24 months prior to, and continuing for 36 months after, the date signed below. I understand that if my application for LIHEAP/DOE benefits or services is denied, or if I receive untimely response or unsatisfactory performance, I may initiate a written appeal with the local service provider and my appeal shall be reviewed no later than 15 days after the appeal is received. If I am not satisfied with the local service provider's decision I may then appeal to the Department of Community Services and Development pursuant to Title 22, California Code of Regulations section 100805. If applicable, I hereby authorize installation of weatherization measures to my residence at no cost to me. I declare, under penalty of perjury, that the information on this application is true, correct, and that the funds received will be used solely for the purpose of paying my energy costs.

**X****\*\*\* APPLICANT'S SIGNATURE \*\*\***

Date

AGENCY NAME: Community Services and Development (CSD). UNIT RESPONSIBLE FOR MAINTENANCE: Home Energy Assistance Program (HEAP). AUTHORITY: Government Code Section 16367.6 (a) Names CSD as the agency responsible for managing HEAP. PURPOSE: The information you provide will be used to decide if you are eligible for a LIHEAP payment and/or weatherization services. GIVING INFORMATION: This program is voluntary. If you choose to apply for assistance, you must give all required information. OTHER INFORMATION: CSD uses statistical definitions from the annual update of the Department of Health and Human Services' State Median Income, Federal Income Poverty Guidelines, to determine program eligibility. During application processing, CSD's designated subcontractor may need to ask you for more information to decide your eligibility for either or both programs. ACCESS: CSD's designated subcontractor will keep your completed application and other information, if used, to determine your eligibility. You have the right to access all records holding information about you. CSD does not discriminate in the provision of services on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

**APPLICANT: DO NOT FILL OUT THE INFORMATION BELOW. THIS SECTION IS FOR OFFICIAL USE ONLY.**Utility Assistance being provided under which program → ☐ HEAP ☐ Fast Track ☐ HEAP WPO ☐ ECIP WPO**Base Benefit \$** \_\_\_\_\_ **Supplement \$** \_\_\_\_\_ **Total Benefit \$** \_\_\_\_\_**Total Energy Cost \$** \_\_\_\_\_ **Energy Burden** \_\_\_\_\_Energy Services Restored after disconnection: ☐ Yes ☐ No Disconnection of Energy Services prevented: ☐ Yes ☐ NoHome Referred for WX: ☐ Home Already Weatherized: ☐

**Lassen Economic Development Corporation**  
**PO Box 850 · 200 Hwy A-21**  
**Westwood, CA 96137**  
**530-256-3531**

Name _____	Social Security# _____
Home Address _____	City & Zip Code _____
Mailing Address _____	City & Zip Code _____
Employer _____	Work/Other Phone _____

.....

List all people in your household (include yourself) Complete all sections for each person.

First & Last Name	Relationship	Age	Disabled	Income	Source
_____	_____	_____		_____	_____
_____	_____	_____		_____	_____
_____	_____	_____		_____	_____
_____	_____	_____		_____	_____
_____	_____	_____		_____	_____

Any additional members please list on another sheet of paper.

How many people live in your home? \_\_\_\_\_

Do you or anyone in your household receive TANF      Cal Fresh      Child Support

Type of energy assistance you are seeking? \_\_\_\_\_

Name of energy provider? \_\_\_\_\_ Amount owing? \_\_\_\_\_

Is your home: a House      Apartment/Duplex      Mobile Home

Do you: Own      Rent      If you own, amount of house payment \$ \_\_\_\_\_

If you rent, list rent amount \$ \_\_\_\_\_ Landlord \_\_\_\_\_

What is the main source of heat in your home? \_\_\_\_\_

Is there any other heating source? \_\_\_\_\_ If yes, please list \_\_\_\_\_

Please list all your bills expenses for the last 30 days which you have paid:

Rent/House Payment	\$ _____	Water	\$ _____
Food	\$ _____	Telephone/Cell Phone	\$ _____
Medical Care	\$ _____	Supplemental Insurance Premiums	\$ _____
Child Care	\$ _____	Child Support	\$ _____
Electricity	\$ _____	Insurance	\$ _____
Heating Costs	\$ _____	TV/Internet	\$ _____
Transportation	\$ _____	Other	\$ _____

# Lassen Economic Development Corporation

**This is a legal document. Please read carefully before signing.**

I acknowledge that I have read the cover letter to my 2019 LIHEAP application and understand my responsibility to complete my application within 6 weeks. Failure to do so will require me to submit a new application and required documentation. I also understand I may be required to update my information if I have not been assisted within 6 weeks. I have received information concerning home energy savings tips. I understand I may be required to come in for financial counseling.

I hereby authorize LEDC and CSD to examine all my employment, income, utility, fuel and other records pertinent to my application for the previous 3 years.

I hereby authorize my utility and fuel supplier to release information regarding my bills, past, present and future. This includes information on previous LIHEAP assistance credit on my account that would deem me ineligible for assistance until the credit issued.

I understand that if my utility bill is in someone else's name, I must obtain their signature on the consent form in this application and that this is my responsibility and will not be done by LEDC staff for me.

I understand that for the purpose of this application "household" is defined as: one person living alone, a single family, two or more families living together or any other group of related or non-related persons who are sharing living arrangements.

I understand that I am responsible for my energy bill until my LIHEAP payment is received by my energy provider.

I understand if I receive a wood voucher and I return it for any reason I will have to reapply.

I understand that if I have received LIHEAP Assistance from any other entity, I am not eligible to receive funds from Lassen Economic Development Corporation.

I certify under penalty of perjury that all information is true and correct to the best of my knowledge. I understand that falsification of information on this application will result in my being ineligible to apply for energy assistance for one year and may result in fines and imprisonment as stated by Federal Regulation.

Initials \_\_\_\_\_ Date \_\_\_\_\_

Citizenship/Immigration Status Declaration:

Are you a citizen or national of the United States?

Yes

No

If the answer is yes, please state where you were born below. If the answer is no, please contact our office for further information.

City and State born in: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

# Client Education Confirmation Of Receipt

<b>Name Of Occupant</b>
<b>Address Of Dwelling</b>
Confirmation of Receipt
I have received the following information:
<b><u>Energy Education</u></b> – Information regarding changes I can make in order to reduce the energy consumption of my household.
<b><u>Budget Counseling</u></b> – Information regarding personal financial management.
<b><i>Signature of Recipient</i></b>
<b>Conserving Energy</b>  <ol style="list-style-type: none"><li>1. Lower the thermostat on your water heater to 120 F.</li><li>2. Set your thermostat to 68 degrees in winter.</li><li>3. Check and change furnace filters regularly.</li><li>4. Caulk and weather-strip around drafty doors and windows.</li><li>5. Wash clothes in cold water.</li><li>6. Wash only full loads of dishes and laundry.</li><li>7. Replace incandescent light bulbs and replace them with (LEDs).</li><li>8. Install high-pressure/low flow showerheads.</li><li>9. Plug your television, cable box into a smart power strip.</li><li>10. Take shorter showers.</li></ol>
<b>Budgeting Tips</b>  <b>List Current Expenses</b> - Look through your bank account and credit card statements over the last few months. List out everything you've spent money on and group those expenses into categories like monthly bills, food and entertainment.  <b>Identify The Optional</b> -Take a look at everything you've spent money on over the last few months and decide what you really need and what's actually optional.  <b>Look For Savings</b>  <ol style="list-style-type: none"><li>1. Lower your utility costs by watching your consumption and taking advantage of the cost averaging programs that some utility companies offer to avoid big seasonal bills.</li><li>2. Trim your phone bill. Look into bundled services, government assisted plans and pre-paid options with lower prices.</li><li>3. Re-evaluate insurance payments. Shop around to see where you could be saving.</li><li>4. Use coupons, store membership programs and sales when grocery shopping.</li></ol> <b>Government Funding</b>  <ol style="list-style-type: none"><li>1. Apply for LIHEAP before you have a crisis.</li><li>2. If you've been laid off, and qualify for Unemployment Insurance, file for it.</li><li>3. Many utility companies have budget plans and/or seasonal rate reduction programs. Apply and take advantage of the savings.</li><li>4. There are many government assistance programs for housing, food, utilities, healthcare and more. Find out what's available and apply. Online searches and the Department of Health and Human Services are good places to start.</li></ol>

## Department of Community Services and Development

### Account Holder Authorization and Consent Form

CSD Form 081 (Rev. 12/17)

#### ACCOUNT HOLDER NAME(S) AND MAILING ADDRESS

Account Holder's Full Name		
Account Holder's mailing address (Street)		Unit Number (if any)
(City)	State	Zip Code
Is the utility service address the same as the account holder's mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Full Name of Applicant for Benefits (from Form 43)		
Utility Service Address (Street)		Unit Number (if any)
(City)	State CA	Zip Code

#### UTILITY INFORMATION

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 manage those energy needs for the purposes stated in this Authorization.

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



## No-cost Energy Saving Tips

**Turn down** your thermostat to 68 degrees or lower during the day and evening (health permitting) and to 55 degrees or off at night or when away from home. Wear layers of loose-fitting clothes to trap body heat, such as thermal underwear, sweaters, sweatshirts, sweatpants, and socks.

**Set** your water heater to the "normal" setting or 120°, unless your dishwasher requires a higher setting.

**Open** drapes to let the sun heat your home during the day and close them at night to help insulate.

**Close** off unused rooms and the vents that heat those rooms.

**Keep** warm-air registers, baseboard heaters, and radiators clean and make sure they're not blocked by furniture, carpeting, or drapes.

**Move** furniture around so you are sitting near interior walls instead of exterior walls and windows.

**Close** your fireplace damper tightly when not in use.

**Take** shorter showers.

**Wash** only full loads in your dishwasher and clothes washer.

**Use** cold water when washing clothes.

## Low-cost Energy Saving Tips

**Clean** or replace furnace filters once a month.

**Install** weather-stripping or caulk on leaky doors and windows.

**Install** gaskets behind outlet covers.

**Add** plastic sheeting to your windows or purchase plastic window covering kits or interior storm window kits.

**Install** a programmable thermostat.

**Install** low flow showerheads and faucets.

**Wrap** your hot water tank with jacket insulation. Be sure to leave the air intake vent uncovered when insulating a gas water heater.

**Insulate** the water pipes leading from your hot water heater.

## Health and Safety Tips

Adequate home heating is a necessity of life. The inability to heat your home adequately can put household members at risk. Health and safety risks include hypothermia and carbon monoxide poisoning and the increased possibility of fire.

You can prevent the loss of life and property by identifying potential hazards and following these safety tips:

**Install** smoke and carbon monoxide alarms in your home.

**Provide** proper venting systems for all heating equipment.

**Never use** your range or oven to heat your home or use a BBQ in your home or garage.

**Place** space heaters on level, hard and nonflammable surfaces, not on rugs or carpets.

**Keep** space heaters at least three feet from bedding, drapes, furniture, and other flammable materials.

**Never leave** a space heater on when you go to sleep or leave the area.

**Watch** children and pets closely in rooms with heating equipment.

**Always use** generators outdoors and away from doors, windows, and vents.



## Lassen Economic Development Corporation

200 Highway A-21, P.O. Box 850

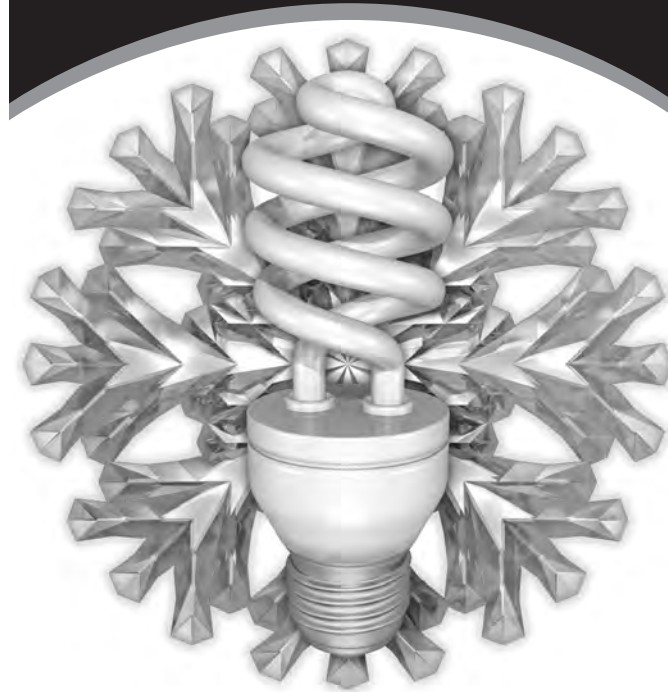
Westwood, CA 96137

**(530) 256-3531**

**fax (530) 256-3531**

This project, program or service is funded in whole or part by the American Recovery and Reinvestment Act of 2009 in cooperation with the California Department of Community Services and Development.

## Energy Assistance Information



### Low Income Home Energy Assistance Program

### Lassen Economic Development Corporation

200 Highway A-21

P.O. Box 850

Westwood, CA 96137

**(530) 256-3531**

**fax (530) 256-3531**

# What is the Low Income Home Energy Assistance Program?

(also known as HEAP)

The Low Income Home Energy Assistance Program helps eligible households with home energy bills (wood, propane, fuel oil, electricity) by making a payment to a utility company on behalf of the household.



## What utility will the Energy Assistance Program pay for?

A payment can be made to your electric company or your major utility supplier (usually that is the utility that provides space heating and can include wood if it is your main heat source).



## Who is an eligible household?

An eligible household is a household whose gross annual income is below the qualifying income limits.



## What if my heating source is wood?

A payment for wood delivery can be made to qualified wood suppliers.



## What if I have received a "shut off" notice?

If funds are available and you have not received emergency assistance the previous year, you may be eligible for an emergency assistance payment under the following conditions:

- 48-hour shut off notice
- Shut-off notice
- Out of wood

Depending on the amount needed to prevent shut-off or re-establish service, you may have to make a companion payment or make acceptable arrangements with the utility company.



## Have questions or want to know the income guidelines?

To find our more, please call the

**Lassen Economic  
Development Corporation**

**(530) 256-3531**



## Where can I get an application? (Locations to call for and/or get help with completing applications)

### LASSEN COUNTY

#### Westwood

##### LEDC

200 Hwy A-21, Westwood .....530-256-3531

##### Westwood One Stop

463-975 Birch Street .....530-256-3704

#### Susanville

Lassen Career Network.....1616 Chestnut

City of Susanville ..... 66 N. Lassen

Pathways .....205 Main

#### Herlong

Herlong Resource Center .....170 Hall

#### Bieber

Big Valley Family

Resource Center .....125 Hwy. 299 B