



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

STATE OF MONTANA

Dear Energy Assistance Program Applicant:

This is an equal opportunity program. Discrimination is prohibited. Please find attached an application for the Low Income Energy Assistance Program (LIEAP) and Weatherization. To apply for the LIEAP program, this application must be completed and returned to your local LIEAP office by April 30, 2018. LIEAP heat assistance applications will not be accepted after April 30, 2018. You can apply for Weatherization all year. You can only apply for LIEAP benefits and Weatherization for the dwelling you reside in at the time of application. If you move you must file another application.

Please complete all of the information in each section of the LIEAP/Weatherization application. You must also provide verification of all gross income received by current household members within the six (6) months prior to the month you turn in your application (please refer to the table below) and a copy of your most recent heating fuel bill. Your application for LIEAP/Weatherization assistance cannot be processed without this verification. If everyone in the household receives SNAP please contact your local LIEAP/Weatherization office. Failure to provide all requested information and verifications will delay the eligibility determination and may result in application denial. LIEAP/Weatherization eligibility will be determined based upon the circumstances at the time of application.

Note: All adult household members who live on a reservation (other than the Crow Reservation), and who are Native American, enrolled tribal members or direct descendants should contact their Tribal LIEAP office for assistance. Native American household members who live on the Crow reservation should contact District VII Human Resource Development Council (Billings) for assistance.

If you or a household member is over the age of 60, or a person with a disability, call 1-800-551-3191 for help filling out this application.

Table with 2 columns: 'If you turn in your application in the month of:' and 'Provide verification of income for these months:'. Rows list months from August 2017 to April 2018 and corresponding income verification periods.

Please provide your most recent heat and electric bill(s). Many utility and heat vendors provide discounts to LIEAP eligible households.

There is help available through your local LIEAP office if your primary heat source (furnace) is not working.

If you have any questions regarding your LIEAP/Weatherization application, please call your local LIEAP/Weatherization office. The contact number for the local LIEAP/Weatherization office that serves the county that you live in is listed on the last page of the application.

When your LIEAP/Weatherization application is complete, please send the application along with the necessary verification to your local LIEAP/Weatherization office. The address for the LIEAP/Weatherization office that serves the county that you live in is listed on the last page of the application. If you move anytime after submitting an application, please contact your LIEAP/Weatherization office.

## **APPLICANT RIGHTS AND RESPONSIBILITIES**

### **Rights:**

- To inquire and be informed about conditions of eligibility, scope of the program and related services available, including regular and emergency benefits.
- To be determined eligible or ineligible based upon the information and corresponding documentation provided for the completed application.
- To receive timely written notice of denial, reduction, or termination of assistance.
- To be informed of the Fair Hearing process.
- To have a confidential relationship.
- To have your Civil Rights protected.

### **Responsibilities:**

- To complete the application.
- To sign a "Release of Confidential Information" form. (Everyone in the household who is 16 years of age or older.)
- To provide proof of income for all household members.
- To provide child support verification including non-court ordered child support.
- To report changes in your physical and/or mailing address within 10 days.
- To provide verification of SSN, proof of citizenship or lawful entry into the U.S. with the intent of establishing permanent residency, for all household members.
- If unable to provide SSN, provide photo identification for all household members over the age of 18. For household members under age 18, a birth certificate must be provided if you don't have a photo ID.
- To provide verification of all bank accounts and other resources.
- To provide your most recent heat and electric bill(s).
- If you wish to make any comments regarding any special situation, or you wish to clarify any of your responses, please do so on a separate piece of paper.

### **APPLICATION CHECKLIST:**

- Make sure you have done the following things:**
- Completed all sections on the application, especially Income in Section 6 and each Resource line in Section 7.
- Completed physical and mailing address information.
- Ensured all people who reside in the dwelling are included on the application.
- Ensured that all household members 16 years of age or older have signed Section 9.
- Included a copy of your most recent heat and electric bill(s) indicated in Section 4.
- Included copies of proof of all gross incomes received in the past six (6) months, from all sources (including Child Support, Worker's Comp and VA), for all members of the household regardless of the age or relationship. Social Security and SSI recipients may be required to provide a copy of SSA award letter or SSA 1099 form.
- Included copies of proof of all out of pocket health insurance premiums paid by a household member for a household member.
- Included copies of all supporting documentation of all current resources you reported in Section 7, including a recent full bank statement(s) for all household member's accounts, reliacard, and direct express verification.
- Included a copy of photo ID for all household members. Include copies of birth certificates for household members under 18 years of age who don't have photo IDs.
- Included a copy of Social Security Number, proof of citizenship or qualified alien status as defined by 8 U.S. Code 1641(b).
- Checked the address list on page 9 for mailing your completed application to the correct LIEAP eligibility office.
- Notify the agency if you need assistance to complete a LIEAP Application.

# LOW-INCOME ENERGY ASSISTANCE AND WEATHERIZATION PROGRAM APPLICATION

**NOTE: YOU WILL RECEIVE A LETTER TELLING YOU WHETHER YOU ARE ELIGIBLE AFTER WE RECEIVE YOUR COMPLETED APPLICATION. YOUR APPLICATION CANNOT BE PROCESSED WITHOUT ALL OF THE INFORMATION REQUESTED.**

## Section 1 HOUSEHOLD ADDRESS INFORMATION

*This application is for LEAP benefits/Weatherization for the dwelling resided in at the time of application.*

Physical Address where currently living:		Mailing Address:	
Address Line 1:	<input type="text"/>	Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>	Line 2:	<input type="text"/>
City:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text"/>	State:	<input type="text"/>
Zip Code:	<input type="text"/>	Zip Code:	<input type="text"/>
Country:	<input type="text"/>	Home Phone # :	( <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Date Moved to this Address if within the last 12 months:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Message Phone # :	( <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Was Previous Address out of State (Y/N):	<input type="checkbox"/>		

## Section 2 HOUSEHOLD MEMBERS (List everyone who lives in this residence.)

Provide all requested information for all persons living in the house regardless of relationship whether or not you consider them a household member.

*(NOTE: Entries for gender, Hispanic, and race are not required. Photo IDs and SSN(s) are required for all household members. If you do not have Social Security Number(s) you must provide alternate identification for all such household members. (e.g. Proof of citizenship, lawful entry into the U.S. or birth certificates for children up to 18 years of age).)*

**Relationship:** SE Head of Household(self); SP Spouse/Significant Other; CH child; GC Grandchild; FC Foster Child; PA Parent; SB Sister/Brother; AU Aunt/Uncle; NN Niece/Nephew; CO Cousin; EX Ex-Spouse; NR Not Related; OR Other Related; HS Hispanic Status; HL Hispanic/Latino; NH Not Hispanic/Latino; RA Race Status; (Multiple Selections Allowed); W White; B Black/African American; AI American Indian/Alaska Native; AS Asian; P Native Hawaiian/Pacific Islander; Health Insurance Status: (Multiple Selections Allowed); MA Medicaid; MC Medicare; PV Private; CH Healthy Montana Kids ;VA Veterans Administration; OT Other; NN None; Highest Grade Completed: 0 None; 1-6 Grades 1-6; 7-8 Grades 7-8; 9-11 Grades 9-11; AS Associate; BA Bachelor; BK Before Kindergarten; GED GED Completed; HS High School Completed; K Kindergarten; MS Master; PR Professional; VT Vo-Tech; Employment Status: FT Full Time; PT Part Time; NE Not Employed; RT Retired/Not Working.

Last Name:	<input type="text"/>	Age:	<input type="text"/>	Total # Members in the Household:	<input type="text"/>
First Name:	<input type="text"/>	Birth Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Household Relationship(see list above for values):	<input type="text"/>
Mid Init:	<input type="text"/>	SSN:	<input type="text"/> - <input type="text"/> - <input type="text"/>		Disabled(Y/N):
Alias Last Name:	<input type="text"/>	Gender(M/F):	<input type="checkbox"/>	Veteran (Y/N):	<input type="checkbox"/>
Alias First Name:	<input type="text"/>	Hispanic Status:	<input type="checkbox"/>	In School(Y/N):	<input type="checkbox"/>
Health Insurance (see list above):	MA <input type="checkbox"/> MC <input type="checkbox"/> PV <input type="checkbox"/> CH <input type="checkbox"/> OT <input type="checkbox"/> NN <input type="checkbox"/> VA <input type="checkbox"/>	Highest Grade(see list above):	<input type="text"/>	In Literacy Training (Y/N):	<input type="checkbox"/>
Race (see list above):	W <input type="checkbox"/> B <input type="checkbox"/> AI <input type="checkbox"/> P <input type="checkbox"/> AS <input type="checkbox"/>	Employment (see list above):	<input type="text"/>	Work Phone # :	( <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
		Cell Phone # :	( <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>		



For Office Use Only: Application ID

For Office Use Only: Application Received Date

Section 2 - continued. HOUSEHOLD MEMBERS (List everyone who lives in this residence.)

Provide all requested information for all persons living in the house regardless of relationship whether or not you consider them a household member.

Use code values listed in the Instructions at the beginning of Section 2 to complete Household Relationship, Hispanic Status, Race Status, Health Insurance Status, Highest Grade Completed and Employment Status.

Last Name:	<input type="text"/>	Age:	<input type="text"/>	Household Relationship(see list above for values):	<input type="text"/>
First Name:	<input type="text"/>	Birth Date:	<input type="text"/>	Veteran (Y/N):	<input type="text"/>
Mid Init:	<input type="text"/>	SSN:	<input type="text"/>	In School(Y/N):	<input type="text"/>
Alias Last Name:	<input type="text"/>	Gender(M/F):	<input type="text"/>	In Literacy Training (Y/N):	<input type="text"/>
Alias First Name:	<input type="text"/>	Hispanic Status:	<input type="text"/>	Highest Grade(see list above):	<input type="text"/>
Health Insurance (see list above):	MA <input type="checkbox"/> MC <input type="checkbox"/> PV <input type="checkbox"/> CH <input type="checkbox"/> OT <input type="checkbox"/> NN <input type="checkbox"/> VA <input type="checkbox"/>	Work Phone #:	( <input type="text"/> ) <input type="text"/>	Employment (see list above):	<input type="text"/>
Race (see list above):	W <input type="checkbox"/> B <input type="checkbox"/> AI <input type="checkbox"/> P <input type="checkbox"/> AS <input type="checkbox"/>	Cell Phone #:	( <input type="text"/> ) <input type="text"/>		

Last Name:	<input type="text"/>	Age:	<input type="text"/>	Household Relationship(see list above for values):	<input type="text"/>
First Name:	<input type="text"/>	Birth Date:	<input type="text"/>	Veteran (Y/N):	<input type="text"/>
Mid Init:	<input type="text"/>	SSN:	<input type="text"/>	In School(Y/N):	<input type="text"/>
Alias Last Name:	<input type="text"/>	Gender(M/F):	<input type="text"/>	In Literacy Training (Y/N):	<input type="text"/>
Alias First Name:	<input type="text"/>	Hispanic Status:	<input type="text"/>	Highest Grade(see list above):	<input type="text"/>
Health Insurance (see list above):	MA <input type="checkbox"/> MC <input type="checkbox"/> PV <input type="checkbox"/> CH <input type="checkbox"/> OT <input type="checkbox"/> NN <input type="checkbox"/> VA <input type="checkbox"/>	Work Phone #:	( <input type="text"/> ) <input type="text"/>	Employment (see list above):	<input type="text"/>
Race (see list above):	W <input type="checkbox"/> B <input type="checkbox"/> AI <input type="checkbox"/> P <input type="checkbox"/> AS <input type="checkbox"/>	Cell Phone #:	( <input type="text"/> ) <input type="text"/>		

Last Name:	<input type="text"/>	Age:	<input type="text"/>	Household Relationship(see list above for values):	<input type="text"/>
First Name:	<input type="text"/>	Birth Date:	<input type="text"/>	Veteran (Y/N):	<input type="text"/>
Mid Init:	<input type="text"/>	SSN:	<input type="text"/>	In School(Y/N):	<input type="text"/>
Alias Last Name:	<input type="text"/>	Gender(M/F):	<input type="text"/>	In Literacy Training (Y/N):	<input type="text"/>
Alias First Name:	<input type="text"/>	Hispanic Status:	<input type="text"/>	Highest Grade(see list above):	<input type="text"/>
Health Insurance (see list above):	MA <input type="checkbox"/> MC <input type="checkbox"/> PV <input type="checkbox"/> CH <input type="checkbox"/> OT <input type="checkbox"/> NN <input type="checkbox"/> VA <input type="checkbox"/>	Work Phone #:	( <input type="text"/> ) <input type="text"/>	Employment (see list above):	<input type="text"/>
Race (see list above):	W <input type="checkbox"/> B <input type="checkbox"/> AI <input type="checkbox"/> P <input type="checkbox"/> AS <input type="checkbox"/>	Cell Phone #:	( <input type="text"/> ) <input type="text"/>		

For Office Use Only: Application ID

Section 2 - continued. **HOUSEHOLD MEMBERS** (List everyone who lives in this residence.)

Provide all requested information for all persons living in the house regardless of relationship whether or not you consider them a household member. Use code values listed in the instructions at the beginning of Section 2 to complete Household Relationship, Hispanic Status, Race Status, Health Insurance Status, Highest Grade Completed and Employment Status.

Last Name:	<input type="text"/>	Age:	<input type="text"/>	Household Relationship(see list above for values):	<input type="text"/>
First Name:	<input type="text"/>	/	<input type="text"/>	Veteran (Y/N):	<input type="text"/>
Mid Init:	<input type="text"/>	SSN:	<input type="text"/>	In School(Y/N):	<input type="text"/>
Alias Last Name:	<input type="text"/>	Gender(M/F):	<input type="text"/>	In Literacy Training (Y/N):	<input type="text"/>
Alias First Name:	<input type="text"/>	Hispanic Status:	<input type="text"/>	Highest Grade(see list above):	<input type="text"/>
Health Insurance (see list above):	MA <input type="checkbox"/> MC <input type="checkbox"/> PV <input type="checkbox"/> CH <input type="checkbox"/> OT <input type="checkbox"/> NN <input type="checkbox"/> VA <input type="checkbox"/>	Work Phone #:	( <input type="text"/> )	Employment (see list above):	<input type="text"/>
Race (see list above):	W <input type="checkbox"/> B <input type="checkbox"/> AI <input type="checkbox"/> P <input type="checkbox"/> AS <input type="checkbox"/>	Cell Phone #:	( <input type="text"/> )		<input type="text"/>

Last Name:	<input type="text"/>	Age:	<input type="text"/>	Household Relationship(see list above for values):	<input type="text"/>
First Name:	<input type="text"/>	/	<input type="text"/>	Veteran (Y/N):	<input type="text"/>
Mid Init:	<input type="text"/>	SSN:	<input type="text"/>	In School(Y/N):	<input type="text"/>
Alias Last Name:	<input type="text"/>	Gender(M/F):	<input type="text"/>	In Literacy Training (Y/N):	<input type="text"/>
Alias First Name:	<input type="text"/>	Hispanic Status:	<input type="text"/>	Highest Grade(see list above):	<input type="text"/>
Health Insurance (see list above):	MA <input type="checkbox"/> MC <input type="checkbox"/> PV <input type="checkbox"/> CH <input type="checkbox"/> OT <input type="checkbox"/> NN <input type="checkbox"/> VA <input type="checkbox"/>	Work Phone #:	( <input type="text"/> )	Employment (see list above):	<input type="text"/>
Race (see list above):	W <input type="checkbox"/> B <input type="checkbox"/> AI <input type="checkbox"/> P <input type="checkbox"/> AS <input type="checkbox"/>	Cell Phone #:	( <input type="text"/> )		<input type="text"/>

Last Name:	<input type="text"/>	Age:	<input type="text"/>	Household Relationship(see list above for values):	<input type="text"/>
First Name:	<input type="text"/>	/	<input type="text"/>	Veteran (Y/N):	<input type="text"/>
Mid Init:	<input type="text"/>	SSN:	<input type="text"/>	In School(Y/N):	<input type="text"/>
Alias Last Name:	<input type="text"/>	Gender(M/F):	<input type="text"/>	In Literacy Training (Y/N):	<input type="text"/>
Alias First Name:	<input type="text"/>	Hispanic Status:	<input type="text"/>	Highest Grade(see list above):	<input type="text"/>
Health Insurance (see list above):	MA <input type="checkbox"/> MC <input type="checkbox"/> PV <input type="checkbox"/> CH <input type="checkbox"/> OT <input type="checkbox"/> NN <input type="checkbox"/> VA <input type="checkbox"/>	Work Phone #:	( <input type="text"/> )	Employment (see list above):	<input type="text"/>
Race (see list above):	W <input type="checkbox"/> B <input type="checkbox"/> AI <input type="checkbox"/> P <input type="checkbox"/> AS <input type="checkbox"/>	Cell Phone #:	( <input type="text"/> )		<input type="text"/>

For Office Use Only: Application ID

**Section 2 - continued. HOUSEHOLD MEMBERS (List everyone who lives in this residence.)**

Provide all requested information for all persons living in the house regardless of relationship whether or not you consider them a household member. Use code values listed in the instructions at the beginning of Section 2 to complete Household Relationship, Hispanic Status, Race Status, Health Insurance Status, Highest Grade Completed and Employment Status. Please attach sheet with additional household member information.

Last Name:	<input type="text"/>	Age:	<input type="text"/>	Household Relationship(see list above for values):	<input type="text"/>
First Name:	<input type="text"/>	Birth Date:	<input type="text"/>	Veteran (Y/N):	<input type="text"/>
Mid Init:	<input type="text"/>	SSN:	<input type="text"/>	In School(Y/N):	<input type="text"/>
Alias Last Name:	<input type="text"/>	Gender(M/F):	<input type="text"/>	In Literacy Training (Y/N):	<input type="text"/>
Alias First Name:	<input type="text"/>	Hispanic Status:	<input type="text"/>	Highest Grade(see list above):	<input type="text"/>
Health Insurance (see list above):	MA <input type="checkbox"/> MC <input type="checkbox"/> PV <input type="checkbox"/> CH <input type="checkbox"/> OT <input type="checkbox"/> NN <input type="checkbox"/> VA <input type="checkbox"/>	Work Phone #:	( <input type="text"/> ) <input type="text"/>	Employment (see list above):	<input type="text"/>
Race (see list above):	W <input type="checkbox"/> B <input type="checkbox"/> AI <input type="checkbox"/> P <input type="checkbox"/> AS <input type="checkbox"/>	Cell Phone #:	( <input type="text"/> ) <input type="text"/>		

**Section 3 HOUSING TYPE INFORMATION**

<p><b>Housing type: (Please check one.)</b></p> <p><input type="checkbox"/> House - Modular (Single Family)</p> <p><input type="checkbox"/> Apartment or Duplex (Multi Family) - # Units in Building: <input type="text"/></p>	<p><b>Number of bedrooms: (Please check one.)</b></p> <p><input type="checkbox"/> One</p> <p><input type="checkbox"/> Two</p> <p><input type="checkbox"/> Three</p> <p><input type="checkbox"/> Four or more</p>	<p><b>Rent or Own Home?</b></p> <p><input type="checkbox"/> Own Home</p> <p><input type="checkbox"/> Rent Home</p> <p><b>Mobile Unit Rent Lot?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><input type="checkbox"/> Mobile Home</p> <p><input type="checkbox"/> Double-Wide Mobile Home</p> <p>Year Dwelling was built: <input type="text"/></p>		

**If you rent, provide name, address, and telephone number of your landlord:**

Landlord Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Landlord Phone #: ()

\* Do you receive governmental rent assistance?  Yes  No

\* Does your rent include heating costs?  Yes  No

For Office Use Only: Application ID

## Section 4 HOME ENERGY INFORMATION

**A COPY OF YOUR MOST RECENT HEAT AND ELECTRIC BILL(S) SHOWING NAME, CURRENT ADDRESS AND ACCOUNT NUMBER(S) MUST BE ATTACHED. IF YOUR MAIN HEAT SOURCE IS OIL OR PROPANE AND YOU DO NOT HAVE THE BILL, OBTAIN A LETTER OF SERVICE FROM YOUR SUPPLIER. APPLICATIONS CAN ONLY BE MADE FOR THE DWELLING RESIDED IN AT THE TIME OF APPLICATION.**

The primary (main) vendor is the vendor for the heat service you use the most:

**Primary Vendor:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

  
**Account Number:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home Energy Types used to heat a home are:  
 NG Natural Gas; EL Electricity; PR Propane; WD Wood; CL Coal; OL Fuel Oil

Home Energy Type(see list above for values):

The secondary vendor(s) are the vendor(s) for any alternate heat, electric or fuel, service you may use (may be same vendor as primary but different Energy Type):

**Secondary Vendor:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

  
**Account Number:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home Energy Type(see list above for values):

**Secondary Vendor:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

  
**Account Number:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home Energy Type(see list above for values):

Does your household currently receive or have you applied for assistance with heat/utility cost from another agency?  Yes  No  
 If yes, please specify where, when and provide verification of the assistance amount:

1. Does your furnace work?  Yes  No Comment:

2. Do you have Central Air Conditioning?  Yes  No

3. Do you have window/wall Air Conditioning (including an evaporative cooler)?  Yes  No

4. Has your household received a utility(energy) past due notice in the last 30 days?  Yes  No

5. Do you have less than 10% Deliverable Fuel(oil/propane/coal/wood) on hand?  Yes  No

6. Is your utility(energy) service currently disconnected?  Yes  No

7. Are you completely out of Deliverable Fuel (oil/propane/coal/wood)?  Yes  No

For Office Use Only: Application ID

**Section 5 SOURCE OF INCOME**

Please check ALL of the following sources of income that have been received by ALL MEMBERS OF YOUR HOUSEHOLD WITHIN THE PAST SIX (6) MONTHS.

- TANF (includes Tribal)  Self Employment  Alimony Payments  Tribal Income
- SNAP / Food Stamps  Salaried (Wages / Tips)  Worker's Comp  Utility Payments (Section 8 Housing)
- Supplemental Security Income (SSI)  Unemployment Insurance  Educational Grants  Child Support: if paid through MT CSED, provide case #'s
- Veteran Administration  Interest Income  Loans
- General Assistance (includes Tribal)  Pension  Gifts (Money)
- Social Security (SS or SSDI)  Property Income  Odd Jobs
- Other: If checked, please explain in the following space: \_\_\_\_\_

**Section 6 INCOME OF HOUSEHOLD MEMBERS**

Enter the requested information for all household members regardless of age or relationship. Begin with last month and go back six (6) months. (Don't include SNAP/Food Stamps below). IF THERE IS ANY TIME PERIOD OF ZERO(0) INCOME, PLEASE EXPLAIN YOUR MEANS OF SURVIVAL.

COPIES OF DOCUMENTATION TO VERIFY ALL GROSS INCOME MUST BE INCLUDED

Month	Year	Sources and Amounts of Gross Income (Please specify each source of income and who received it.)	Total Gross Income for Month
EXAMPLE - JUNE	2017	Joe-ABC Company \$650; Jane-Social Security \$500; Jane-Child Support \$250	\$1,400

For Office Use Only: Application ID



**Section 7 RESOURCES AND BUSINESS EQUITY**

Please answer all questions for each of the resources listed below for all household members regardless of relationship. *If the resource listed does not apply to your household, please print "None" under each section headed "FINANCIAL INSTITUTION". (You must provide verification of all resources, including full bank statement(s).)*

RESOURCES	FINANCIAL INSTITUTION / PHYSICAL ADDRESS / DATE	CURRENT BALANCE
Cash \$		
Checking Accounts \$		
Savings Account(s)		\$
Certificates of Deposit - Individual Retirement Accounts - Tax Sheltered Annuities - 401(K); 403(B) or any other retirement account		\$
Cash value of stocks, bonds and other investments		\$
Value of business assets, rental properties or property leases (Self-employed households must provide this information).		\$
Physical address(es) and County of property/real estate other than the home in which you live and its adjoining land.		\$
Physical address and County of the sale of primary residence (where you were living) and date sold.		\$

**Section 8 COLLEGE STATUS**

Has any member of the household been enrolled at least half-time in a college or university in the last 12 months?  Yes  No  
 If yes, which household members? \_\_\_\_\_  
 If yes, include a copy of all financial aid received. Which quarters or semesters did they attend? \_\_\_\_\_  
 If yes, was that person claimed last year as a dependent for Federal income tax purposes by someone in another household?  Yes  No

**TRIBAL STATUS**

Is any adult household member an enrolled tribal member?  Yes  No or direct descendant?  Yes  No  
 If yes, which household members? \_\_\_\_\_  
 If yes, specify each person's tribal affiliation(s). \_\_\_\_\_  
 Is your home located within the boundaries of a reservation?  Yes  No Is the household eligible for Tribal LIEAP benefits?  Yes  No  
 Is your home located on the Crow reservation?  Yes  No

**Note:** All adult household members who live on a reservation (other than the Crow Reservation), and who are Native American, enrolled tribal members or direct descendants should contact their Tribal LIEAP office for assistance. Native American household members who live on the Crow Reservation should contact District VII Human Resource Development Council (Billings) for assistance.

**WEATHERIZATION**

Do any household members have health conditions to take into consideration for weatherization of the residence?  Yes  No  
 If yes, which household members? \_\_\_\_\_  
 If yes, list conditions. If you need additional space, please use a separate piece of paper. \_\_\_\_\_

For Office Use Only: Application ID

--	--	--	--	--	--	--	--	--	--

**Section 9 AUTHORIZATION**

PLEASE READ THE FOLLOWING AND SIGN AND DATE WHERE INDICATED.

**This is an equal opportunity program. Discrimination is prohibited. I understand that this application is for Federal funds and that any falsification or concealment of a material fact may be prosecuted under Federal or State Laws. I understand the application must include information for all individuals living in the household including all gross income and resources.**

I understand that homes are weatherized on a priority basis. If my home is prioritized this year, I authorize an agency representative to complete an energy audit of my home and install weatherization measures as determined to be necessary by the agency. **Refusal to allow weatherization measures to be applied to my home may result in suspension of Fuel Assistance benefits.** I have read; or have had read to me; all the above and all questions have been answered to my satisfaction. I also understand that Fuel Assistance benefits are computed for October 1 through April 30. I am responsible for any other costs not covered by Fuel Assistance benefits. I certify that the information provided herein is true, complete, and correct to the best of my knowledge. I also assign to the Department any rights to third party payments for emergency assistance services provided by the Department.

**RELEASE OF CONFIDENTIAL INFORMATION**

**AUTHORIZATION TO MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES TO OBTAIN PERSONAL INFORMATION.**

I authorize any individual, company, agency, or other entity which has information about me or my household, including, but not limited to, the information sources listed below to release or disclose information to the Montana Department of Public Health and Human Services (DPHHS) and/or to any agent or contractor to the DPHHS which is authorized to determine eligibility for Energy Assistance or Weatherization benefits. I authorize the disclosure of release of any information relevant to my eligibility for Energy Assistance or Weatherization benefits, including, but not limited to, the information to be released or disclosed listed below. I understand any information obtained will be kept confidential and will be used only for the purposes directly connected with the administration of benefits or services and only during the pertinent time period. I further understand that any information obtained may be released or disclosed to a proper government agency, court of law or law enforcement agency for purposes of legal investigative actions concerning fraud. I further understand that information contained on this application can be used in DPHHS electronic databases for the determination of eligibility for programs and/or to record services provided to my household for federal and /or state reporting purposes.

**INFORMATION SOURCE:** Banks, Savings & Loans, Credit Unions, Employers, Social Security Administration, Veterans Administration, State Department of Labor and Industry, Internal Revenue Service, State Department of Revenue, State Compensation Insurance Fund, Unemployment Compensation Division, County Clerk & Recorder, Bureau of Indian Affairs, Utility Suppliers and Vendors, Other Social Services Providers, Landlord, Child Support Enforcement Division, Office of Public Assistance, and other sources which may be deemed necessary.

**INFORMATION TO BE RELEASED OR DISCLOSED:** Banking Information, Certificates of Deposit, Stocks & Bonds, Safety Deposit Boxes (to be opened only in the presence of the client or his/her agent and representatives of the financial institution), Gross Earnings, Social Security Payments, V.A. Benefits, Personal and Business Income, Workers Compensation, Unemployment Compensation, Family Composition, Size of Home, Per Capita Payments, Lease Payments, Indian Income Maintenance (IIM) Accounts, Amount of Fuel Assistance received from agencies, Utility Account Information: including, but not limited to, Utility Account and Billing Information, Child Support Payments, Benefit Information.

**Signature of head of household.**

X \_\_\_\_\_ **Date:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Signature of all other household members age 16 or older.**

X \_\_\_\_\_ **Date:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

X \_\_\_\_\_ **Date:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

X \_\_\_\_\_ **Date:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

X \_\_\_\_\_ **Date:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

For Office Use Only: Application ID 

--	--	--	--	--	--	--	--	--	--

**PLEASE FIND YOUR COUNTY BELOW AND RETURN YOUR APPLICATION TO THE APPROPRIATE OFFICE**

Return application to:	<-- If you live in this county:	Return application to:	<-- If you live in this county:
Action for Eastern Montana 2030 North Merrill P.O. Box 1309 Glendive MT 59330-1309 377-3564/1-800-227-0703	CARTER CUSTER DANIELS DAWSON FALLON GARFIELD McCONE PHILLIPS POWER RIVER  BLAINE HILL LIBERTY	Rocky Mountain Development Council LIEAP Office 648 N. Jackson Street P.O. Box 1717 Helena MT 59624-1717 447-1625/1-800-356-6544	BROADWATER JEFFERSON LEWIS & CLARK
District IV HRDC 2229 5th Avenue Havre MT 59501 265-6743/1-800-640-6743	CASCADE CHOUTEAU GLACIER	District IX HRDC 32 South Tracy Avenue Bozeman MT 59715 587-4486/1-800-332-2796	GALLATIN MEAGHER PARK
Opportunities Incorporated 905 First Avenue North P.O. Box 2289 Great Falls MT 59403-2289 761-0310/1-800-326-0955	PONDERA TETON TOOLE	Community Action Partnership of Northwest Montana 214 Main Street P.O. Box 8300 Kalispell MT 59904-1300 758-5433/1-800-344-5979	FLATHEAD LAKE LINCOLN SANDERS
North Central Area Agency on Aging 311 S. Virginia, Suite 2 Conrad MT 59425 271-7553/1-800-551-3191	FERGUS GOLDEN VALLEY JUDITH BASIN MUSSELSHELL PETROLEUM WHEATLAND	District XI Human Resource Council 1801 South Higgins Avenue Missoula MT 59801 406-728-3710	MISSOULA MINERAL RAVALLI
District VI HRDC Centennial Plaza 300 First Avenue North, Room 203 Lewistown MT 59457 535-7488/1-800-766-3018	BIG HORN CARBON STILLWATER SWEET GRASS YELLOWSTONE	Action Inc. 25 West Silver Street P.O. Box 3486 Butte MT 59702 533-6855/1-800-382-1325	BEAVERHEAD DEER LODGE GRANITE MADISON POWELL SILVER BOW
District VII HRDC 7 North 31st Street P.O. Box 2016 Billings MT 59103 247-4778/1-800-433-1411			

**Legal Basis for Action:**

MCA \_\_\_\_\_ 53-2-201 \_\_\_\_\_

ARM \_\_\_\_\_ 37.70.101 ----- 37.70.901 \_\_\_\_\_

**(PLEASE READ THE SECTION ON THIS NOTICE FOR YOUR FAIR HEARING RIGHTS AND REQUEST FORM).**

**IMPORTANT**

**REQUESTING A HEARING:**

This form may be used to file a fair hearing if you feel your completed application has not been acted on in a timely manner or if you disagree with an adverse action taken on your case. You may file your request with your local Low Income Energy Assistance/Weatherization Eligibility Office(L/WEO) or the Office of Fair Hearings.

**FAIR HEARING STEPS:**

1. Contact your local L/WEO for any assistance you feel you need in requesting a Fair Hearing.
2. Complete this form and mail this **entire document** to the: **Office of Fair Hearings**

**Box 202953  
Helena, Montana 59620-2953**

3. You may be represented by an attorney or any other person of your choice or you may represent yourself. If you cannot afford an attorney, you may be able to receive representation from Montana Legal Services. Call, toll free, 1-800-666-6124.

4. The Office of Fair Hearings will direct your local L/WEO to schedule an informal Administrative Review to discuss your case. At that time you will be able to present your facts and any law you have to support your case, and the Department will do the same. The possibilities of settlement will be explored. You must then sign a form indicating the outcome of the Administrative Review which must be returned to the Office of Fair Hearings.

5. If at any time, you wish to withdraw your request for a Fair Hearing, you may do so by sending a written and signed letter to the Office of Fair Hearings.

6. If your case was not resolved by the Administrative Review, then a Fair Hearing will be conducted by an impartial Hearings Officer appointed by the State of Montana. You will be mailed a certified letter notifying you of the date, time, and place of the hearing and other pertinent information.

**DO NOT COMPLETE THIS UNLESS YOU WISH TO FILE A FAIR HEARING.**

**ENERGY ASSISTANCE REQUEST FOR FAIR HEARING**

CLAIMANT'S NAME:	SOCIAL SECURITY NO:	PHONE:
STREET ADDRESS:	CITY:	ZIP CODE:

This is to request a fair hearing. I am making this request because: \_\_\_\_\_  
\_\_\_\_\_

I have an attorney:  Yes  No My attorney's name is: \_\_\_\_\_

His/her address is: \_\_\_\_\_ His/her phone number is: \_\_\_\_\_

If you are requesting a hearing because of a reduction or termination in benefits, please check one of the following:

- ( ) I want to continue receiving the benefits I now receive until the hearing. If I lose the hearing I will repay any excess benefits I receive.
- ( ) I do not want to continue receiving the benefits I now receive until the hearing. If I win the hearing I will be restored any benefits I lost.

Complete this form and mail the **entire document** , to the **Office of Fair Hearings, Box 202953, Helena, Montana 59620-2953,** or submit it to your local L/WEO. If you wish, please keep a copy for your records.

\_\_\_\_\_  
(Claimant or Authorized Representative) (Phone) (Date)