ENERGY ASSISTANCE PROGRAM
2023-2024

Please complete the application and gather all required documents. Applications can be completed one of the following ways:

ONLINE
Scan the QR to be taken to the website.

EMAIL
eap@hsi-indiana.com

MAIL
Human Services, Inc.
Energy Assistance Program
P.O. Box 119
Clifford, IN 47226

DROP OFF
Drop off at your local office in the drop box.

Opens October 2, 2023.

If you have a DISCONNECT NOTICE or are DISCONNECTED. DO NOT MAIL YOUR APPLICATION. Contact your local office at the number below for information on Crisis Assistance.

CRISIS ASSISTANCE STARTS NOVEMBER 1, 2023.

For energy emergencies before November 1, 2023, please contact 211 for further assistance and/or refer to the External Referral Form located at the back of this packet.

REMINdERS:

- Applications are processed on a FIRST COME, FIRST SERvE BASIS. Human Services, Inc. has 55 days to process your application starting November 1, 2023.

- Due to the large volume of applications received, please refrain from contacting the office regarding your status until the end of the 55 days unless your utility bill(s) go into a Crisis status. Crisis status would be: receive a disconnect notice, disconnected, low or out of fuel, and/or low pre-paid balance. If this occurs, contact your local office immediately.

- Check that all the required documents are submitted, as incomplete applications will create a delay in processing. If your application is incomplete, you will receive notification via mail.

- Do not send original documents. Send only copies of your information.

- No payments and/or status notification letters will be made or sent prior to November 1, 2023. THE BENEFIT PAYMENT IS A ONE-TIME PAYMENT ONLY (NOT MONTHLY). CONTINUE TO PAY YOUR BILLS.

- Once application has been fully processed, you will receive a letter in the mail notifying you of your status along with payment information. You CAN be disconnected if you stop paying your utility bills after applying. Moratorium protection can ONLY cover eligible households in good standing with a regulated utility vendor from December 1 thru March 15.

Bartholomew County
P.O. Box 119
Clifford, IN 47226
(812)372-8407

Decatur County
1939 C N. Carver St.
Greensburg, IN 47240
(812)663-8830

Jackson County
1115 E Oak St.
Seymour, IN 47274
(812)522-8718

Johnson County
600 Ironwood Dr Suite N
Franklin, IN 46131
(317)736-0755

Shelby County
825 Elm St.
Shelbyville, IN 46176
(317)398-3153
ENERGY ASSISTANCE PROGRAM
CHECKLIST
2023-2024

The following items must be submitted for your application to be considered complete.

- **APPLICATION:** Fill out the entire application (front and back). Make sure all household members are listed. Failure to provide information on the full household is considered fraud. Fraud may result in a denial of assistance or repayment of benefits.

- **DRIVER’S LICENSE/PHOTO ID:** A state-issued photo ID for the head of household.

- **PROOF OF SOCIAL SECURITY NUMBER:** Must be provided for all household members. Proof can be one of the following: Social Security Card, Real ID, US Passport, W-2/1099/Paysstub, Medicare benefit letter, Military ID, Letter from Social Security Administration or Social Security Benefit letter, Family Demographic from the Family and Social Services Administration. It cannot be handwritten, and the full name and social security number must be listed. Passports outside of the US are not acceptable. If you are providing anything other than a Social Security Card, US Passport, or Real ID, you must submit a photo ID as well for anyone 18 and/or older.

- **PROOF OF VETERAN STATUS (IF APPLICABLE):** Proof can be one of the following: DD214, Veteran’s Administration identification card, Active-Duty Common Access ID, Retired Military Uniformed Services ID, Military Separation/Retirement Orders, VFW card, American Legion Membership Card, Homeowner with VA loan, Real ID w/Veteran Identification (located on back side).

- **LANDLORD AFFIDAVIT (IF APPLICABLE):** If you are renting and your electric and/or gas utility are included in the rent, the Landlord Affidavit MUST be filled out by your landlord and turned in to agency.

- **UTILITY BILLS (ALL PAGES):** Most recent billing statement(s) from your utility vendors: electric, gas, LP gas/oil, etc.

- **REFERRAL FORM:** Complete form entirely. Must be returned.

**INCOME INFORMATION:** All adults 18 years and/or older must provide proof of all income received in the previous three months.

**IF YOU ARE APPLYING IN:** 
- **PROVIDE INCOME FOR THESE THREE MONTHS:**
  - **AUGUST:** May, June, July
  - **SEPTEMBER:** June, July, August
  - **OCTOBER:** July, August, September
  - **NOVEMBER:** August, September, October
  - **DECEMBER:** September, October, November

**IF YOU ARE APPLYING IN:** 
- **PROVIDE INCOME FOR THESE THREE MONTHS:**
  - **JANUARY:** October, November, December
  - **FEBRUARY:** November, December, January
  - **MARCH:** December, January, February
  - **APRIL:** January, February, March
  - **MAY:** February, March, April

**EMPLOYMENT:** Last paystub of the previous month or first paystub of the current month. These must show the YTD gross. If the YTD gross is not on the paystub, all paystubs from the previous three months must be provided.

**NON-EMPLOYEE COMPENSATION/ MISC INCOME:** Ex.: Door Dash, Grubhub, Uber, etc. Must provide monthly statement for each month from the previous three months.

**SOCIAL SECURITY BENEFITS (SSI/SSDI/SSI/SSA):** Current award letter with all pages dated within the last year OR current bank statement with all pages. Must be on bank’s letterhead or stamped by the bank. Bank statements cannot be accepted if there is more than one name on the statement and the deposit does not identify who it belongs to. Bank statements cannot be altered or marked out.

**PENSION:** Most recent check stub or current award letter. If it does not show gross, must provide one for each of the three months. No bank statements. If it is not current, it must state that it is a lifetime benefit.

**VA PENSION/VETERAN’S BENEFIT:** Current award letter or benefit statement that is dated within the last year. No bank statements.

**SELF EMPLOYMENT:** Complete 1040 and Schedule C, E, F, or SE from the most recent tax year.

**UNEMPLOYMENT BENEFITS:** Complete the enclosed “Indiana Workforce Development Release of Information” for each adult in the household receiving unemployment benefits anytime in the previous three months.

**CHILD SUPPORT:** If anyone in the household pays Child Support, provide proof: printout from the courthouse, proof that clearly states it is being withheld from income, or a bank statement. The documentation must clearly show that the payment is for child support.

**INCOME VERIFICATION AFFIDAVIT:** Must be completed by anyone in the household 18 and/or older that has had no income for one month and/or more OR has had cash income.

Every application is on a case-by-case basis. Additional documentation may be requested once your application has been received. Failure to provide required and/or requested documents may result in a delay in processing and/or denial of your application. Provide copies of documentation, originals will not be returned.

Bartholomew County
P.O. Box 119
Clifford, IN 47226
Phone: (812) 372-8407

Decatur County
1939 C N Carver St
Greensburg, IN 47240
Phone: (812) 663-8830

Jackson County
1115 E Oak St
Seymour, IN 47274
Phone: (812) 522-8718

Johnson County
600 Ironwood Dr Suite N
Franklin, IN 46131
Phone: (317) 736-0755

Shelby County
825 Elm Street
Shelbyville, IN 46176
Phone: (317) 398-3153
PY 2024 Indiana Energy Assistance Program Application

INSTRUCTIONS

• Please note that Indiana’s Energy Assistance Program provides a one-time benefit payment. This is not recurring monthly assistance, and is not designed to cover all of your utility costs for a year.
• If you are currently scheduled for disconnection or already disconnected on any utility, or if you are running low or out of bulk heating fuel, check the box to inform the agency you are in crisis.
• Please complete the application form in its entirety, including fields with yes/no options.

Part I: Contact Information

• Please fill in all information completely, including the full name and last four digits of SSN for the person completing the application for the household. If you do not fully complete the information or provide good methods of contact, it may delay application processing.

Part II: Home and Utility Information

• Please complete all fields completely.
• Please submit your current electricity and heating bills or account statements with your application.

Part III: Income and Benefits

• Please complete all fields, indicating all forms of income or non-cash benefit assistance received by any member of the household in the past three months.
• Please submit current documentation of income along with your application.
• If anybody in your household has paid child support in the past three months, submit proof of payments to have child support deducted from household income.
• Please identify any members of the household ages 14-24 who are neither working nor attending school as of the date of application.

Part IV: Household Members and Demographics

• Please include yourself as household member number 1.
• You must list all persons residing at the address of application as of the date of application.
• You must complete all fields for all individuals. Failure to complete demographic information will delay your application processing as the local service provider will need to contact you to gather this information.
• If there are more than four persons in your household (five on the large print form), you will require an attachment to list the other members. Please contact your local service provider for the attachment and check the box to notify the intake processing your application that there are more than four people present.
• Please use the codes provided to identify race, ethnicity, employment status, education level, Health Insurance, and Military status for each household member.
• Identify anybody in the household who may be an employee/staff member, board member, or subcontractor of the agency you are applying with, or who is related to any of these roles.
• Please define your household type according to the options provided.

Part V: Certification

• Failure to sign and date the certification statement will invalidate your application.
Submitting your application

- Please submit your application to the local service provider administering EAP for your county, not to IHCDA.
- If you do not know who your local service provider is, you may identify them by dialing 2-1-1 or by visiting http://eap.ihcda.in.gov. It should also be listed on the front of the application.
- Please submit the following documents with your application (photocopies are acceptable):
  1. **Photo ID for the person completing and signing the application.**
  2. **Proof of SSN for each member of the household.** This may be:
     - Copy of Social Security card.
     - Copy of a valid U.S. passport.
     - Copy of a valid state-issued REAL ID.
     - Copy of a pre-printed federal form, such as correspondence from the Social Security Administration or a W-2, that contains the person's name and full, unredacted SSN.
  3. **Current documentation of income for all household members age 18 or over.** This may include:
     - Employment/wages
       - Most recent paystub
       - Request for Earnings information form – contact Local Service Provider
     - Social Security/SSI/VA benefits
       - Most recent complete award letter (may be downloaded from online)
       - Complete bank statement
     - Pension/retirement
       - Award letter
     - Self-Employment
       - Most recent Form 1040 tax return, with all appropriate self-employment schedules.
     - Unemployment Benefits
       - Completed release of information form for DWD.
       - Full print-out of your most current Uplink statement.
     - Alimony/spousal support/Worker’s Compensation/Private disability
       - Any documentation of payments received.
     - Odd Jobs/irregular income/No Income
       - Completed Income Verification form – contact Local Service Provider
       - If you have any questions about acceptable documentation, contact your local service provider.
  4. **Current, complete bills for your electric and heating utilities.**
     - If you heat with bulk deliverable fuel, provide most recent delivery receipt.
     - If utilities are included in your rent, please provide completed Landlord Affidavit.
     - Please ensure you are providing the full and complete billing statement!
- Depending on household circumstances, additional documentation may be required. Please contact your local service provider with any additional questions.
Privacy Notice and Your Rights and Responsibilities

Privacy Act Provisions: Federal laws require us to tell you about your rights and responsibilities before we collect and use information about you that is classified as private or confidential. This form provides you with important information that complies with the federal Privacy Act of 1974, 5 U.S.C. § 552a(e)(3).

Please read this Privacy Notice carefully before completing and signing the Indiana Energy Assistance Program application, and keep this Privacy Notice in your records for future use. This Privacy Notice applies to the Energy Assistance Program (EAP) and the Weatherization Assistance Program (WAP).

Why do we collect the information on the application?
We will use your information to research, evaluate and administer the EAP and WAP programs. We need the information:

- To know you from other individuals.
- To see if you qualify for assistance.
- To allow us to get federal or state funds for the assistance you receive.
- To meet federal or state reporting requirements.

Do you have to give us the information?
You have the right to not give us the information we ask for.

What happens if you give or do not give us the information?
If you give us the information requested on the application, your application will be processed. If you do not give us that information:

- Your application will not be processed.
- You might not receive services.
- You might not receive help with energy bills.
- Your services might be delayed.

We will keep whatever information you give us, whether or not your application is approved.

Who may see this information?
The following persons may receive information contained in your application if: (i) they need access to the application information to do their jobs in connection with the EAP and WAP, or (ii) they are otherwise authorized by federal or state law to receive it, or (iii) they use the information for reports, to measure outcomes, and for referrals and eligibility purposes:

- Local Energy Programs Service Providers under contract with IHCD.
- Program auditors as required or permitted by Office of Management and Budget (OMB) circulars.
- United States Departments of Health and Human Services and Energy.
- Persons so authorized pursuant to court order or subpoena.
- Your energy companies for affordability and Energy Programs.
- United States Social Security Administration.
- Other agencies or entities as allowed by federal or state law.

Why do we collect Social Security Numbers?
We use Social Security Numbers in the administration of the EAP and WAP to assure eligible applicants and their household members receive only allowable benefits. Federal law allows us to require you to disclose your Social Security Number in order to process your application and to prevent, detect and correct fraud and abuse. AUTHORITY: Section 205(c)(2)(C)(i) of the Social Security Act, 42 U.S.C. § 405(c)(2)(C)(i).

Why do we ask for information about your race?
This information is compiled and recorded for statistical purposes only and is included on our federally mandated reporting. The program does not discriminate for reasons of race or ethnic background, religion, gender, sexual orientation or political affiliation.
RELEASE OF EMPLOYMENT HISTORY
LKE INSTRUCTIONS

The Indiana Department of Workforce Development (IDWD) will release wage or employment history information to a third party only via the Last Known Employer (LKE) website after submitting a completed copy of the attached release form. Please login to your LKE account to submit requests for employment history. If you do not have a LKE account and the reason for requesting employment history on behalf of a citizen is in compliance with IC 4-1-6-2(13)(B), you may apply for an account by navigating to https://uplink.in.gov/lke.

*Please Note:

- **Non-IDWD forms will not be completed by IDWD staff.**
- **Unemployment insurance (UI) benefit information:** Applicants who have had an Indiana UI claim can obtain benefit information via their Claimant Self Service (CSS) account at uplink.in.gov/CSS/CSSLogon.htm. CSS support can be reached by navigating to webapps.dwd.in.gov/AskWorkOne or calling 800-891-6499.
- **Copies of IRS Form 1099-Misc:** Applicants who have had an Indiana UI claim can obtain copies via CSS of Form 1099 issued by DWD for UI payments.

**Information regarding employment history available via IDWD employer Unemployment Insurance Tax records:**

- **If complete wage and/or employment history records are needed,** we recommend contacting the Social Security Administration, Internal Revenue Service, or Indiana Department of Revenue.

- IDWD employer tax records do **not include wages earned** in other states or U.S. territories, income earned which was or will be reported on a 1099-Misc Form (self-employment, contract employment, etc), or income earned through the performance of non-covered or excluded services described in IC 22-4-8.

- Employers report wages to IDWD quarterly. Even timely reports are often 4-6 months in the arrears. The information IDWD has available is employer, not employee, records for the purposes of assessing an employer’s Unemployment Insurance Tax which is often not an accurate reflection of an individual’s complete income or employment history.

**To help us provide timely responses,** please ensure the following action is taken when submitting a request for employment information via the LKE website:

- Use only the attached form. No other forms will be accepted or completed. Do not submit non-DWD forms.
- **Ask applicants to provide all previously used names during employment on the IDWD approved release form.**
- Confirm the form is **complete**, legible, and there are no corrected errors on the release form. If a mistake is made, please complete a new form as an error on the form could result in the request being denied.
- A valid Social Security Number or Individual Tax Identification Number is required.
- Submit only one release form per applicant request for employment history. Requests submitted with release forms belonging to multiple applicants will be denied.
- Please do not submit duplicate requests. Submitting duplicate requests delays processing times and may result in denial.
- Every effort will be made to respond to requests within 5 business days. Processing times may be longer during periods of high volume.

Thank you,

Employment History Verification Unit
Indiana Department of Workforce Development
employverification@dwd.in.gov
# RESOURCES BY COUNTY

Please contact 211 or a resource listed below for assistance.

## BARTHOLOMEW COUNTY

**TRUSTEES:**
- Clay Township: (812)378-4834
- Clifty Township: (812)546-5587
- Columbus Township: (812)372-8249
- Flat Rock Township: (812)344-8896
- German Township: (812)526-5506
- Harrison Township: (812)343-0662

**ADDITIONAL RESOURCES:**
- Love Chapel: (812)372-9421
  - Food Pantry, Hot Meal Site, Supportive Living, Homeless Shelter, Financial Assistance
- WIC: (812)379-1557
  - Serves pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk
- Salvation Army: (812)372-7118
  - Food pantry, clothing/furniture referral, some financial assistance

## DECATUR COUNTY

**TRUSTEES:**
- Adams Township: (765)570-3329
- Clay Township: (812)661-8952
- Clinton Township: (812)614-1269
- Fugt Township: (812)662-8895
- Jackson Township: (812)591-2400

**ADDITIONAL RESOURCES:**
- Agape Center: (812)222-4273
  - Financial assistance, Transitional Living assistance
- Bread of Life: (812)963-1055
  - Food assistance

## JACKSON COUNTY

**TRUSTEES:**
- Brownstown Township: (812)358-4451
- Carr Township: (812)966-0076
- Driftwood Township: (812)216-4872
- Greasy Fork Township: (812)530-6147
- Hamilton Township: (812)521-1441
- Jackson Township: (812)528-7879

**ADDITIONAL RESOURCES:**
- St. Vincent DePaul: (812)524-8566
  - Utility assistance
- Anchor House: (812)522-9308
  - Food assistance, Emergency Shelter
- Salvation Army: Crothersville Residence 812-763-2512;
  - Other Jackson County Residence 812-522-8718
- WIC: (812)523-1248
  - Serves pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk

## JOHNSON COUNTY

**TRUSTEES:**
- Blue River Township: (812)371-6981
- Clark Township: (317)862-2550
- Franklin Township: (317)736-7511
- Hensley Township: (317)710-5880
- Needham Township: (317)736-7511

**ADDITIONAL RESOURCES:**
- Salvation Army: (317)881-2505
  - Rent, utility, food assistance
- Lords Locker: (317)878-7708
  - Food, clothing, household good assistance
- Impact Center: (317)881-6727 Ext. 242
  - Food, clothing, household good assistance
- WIC: (317)736-6628
  - Serves pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk

## SHELBY COUNTY

**TRUSTEES:**
- Addison Township: (317)398-6896
- Brandywine Township: (317)835-8304
- Hanover Township: (765)763-6415
- Hendricks Township: (463)484-9948
- Jackson Township: (317)729-5135
- Liberty Township: (317)403-4081
- Marion Township: (317)398-2025

**ADDITIONAL RESOURCES:**
- Salvation Army: (317)368-7421
  - Food assistance, utility assistance (When Avail.)
- Shelby Senior Services: (317)398-0127
  - Food assistance, insurance assistance, advocacy

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To apply for SNAP (Food Assistance) benefits, please call 800-403-0864 or visit [https://ssabenefits.in.gov/bp/#/](https://ssabenefits.in.gov/bp/#/).
ENERGY ASSISTANCE

ENERGY SAVING TIPS

Here are some ways to save energy and lower your utility bills.

1. Switch to LED Lights.
Change your indoor and outdoor light bulbs to energy-efficient LED light bulbs.

2. Use space heaters as little as possible.
Space heaters are a dangerous way to heat your home and can raise your heating cost by $100 a month. If needed, make sure they are used only when needed and shut off when not supervised.

3. Set energy savings mode.
Setting energy savings mode on your TVs, game systems, and computers will save energy by automatically powering down after a set number of hours unused.

4. Turn off unnecessary lighting.
Turning off lights can save as little as 1.2 cents per hour for just one lightbulb.

5. Plug electronics into power strips.
Power strips make it easier to turn everything off when not needed or leaving the home.

6. Close/open shades and drapes.
Closing shades and drapes during the day in the summer can cool your home naturally. Opening the shades and drapes during the day in the winter can use the sun to heat your home naturally.

7. Turn off fans when leaving the room.
Fans are used to cool people, not rooms and should be turned off in unoccupied rooms.

8. Use the microwave to cook as often as possible.
Microwaves use as much as 80% less energy than an oven.

9. Take showers.
Baths use twice as much hot water as showers.

10. Rinse with cold water.
When rinsing dishes to put them in the dishwasher, rinse them with cold water.

11. Use the dishwasher.
Dishwashers use less hot water to clean your dishes than washing them by hand. If you have a dishwasher, it’s recommended that you use this instead of hand washing to lower energy costs.

12. Maintain your heating and cooling systems.
Check your air filters monthly and change them regularly. A new air filter is nice, white, and clean with no debris. A dirty air filter will be darker, frayed, and may have debris. Make sure filters and vents are open and not blocked by any furniture, clothing, carpeting, or drapes.

13. Adjust the temperature.
Keep your temperature as low as comfortable for you when you are home. When you are out of the house, turn the thermostat back 10 to 15 degrees.

14. Wash clothes with cold water.
85% of energy used washing laundry comes from heating the water alone. Wash clothes with cold water unless necessary and make sure to wash full loads.

15. Energy Guide and EnergyStar labels
When purchasing appliances, look for the EnergyStar and EnergyGuide labels. The EnergyGuide label provides information about energy consumption and shows how much energy an appliance uses. The EnergyStar label identifies that the item meets requirements for energy efficiency. These appliances will cost less money to run and are more energy efficient than appliances without the stickers.

Don't let energy waste your money!
Indiana Energy Assistance Program Application
Program Year 2024

For Provider/Agency Use Only

Date received:
Application number:

☐ Mail-In ☐ Appointment ☐ Outreach/Home Visit/Other

Household is disconnected or out of fuel: ☐ Yes ☐ No
Household has d/c notice or less than 25% fuel: ☐ Yes ☐ No
Household heat source is inoperable: ☐ Yes ☐ No

☐ Check here if your electric or heating utility is disconnected or scheduled for disconnection, or you are low or out of bulk heating fuel or prepaid electricity.

If your utility has been disconnected or is scheduled for disconnection, or if you are low or out of a prepaid, bulk deliverable fuel, contact your local service provider listed above to request a crisis appointment. If you need other emergency options, please call 2-1-1.

Part I: Contact Information

Applicant Name
Last four digits of SSN
County

Physical Address (Including Apartment/Lot/Trailer Number)
City
State Zip

If you have a PO box or an alternate mailing address, please list it below. Otherwise, please leave blank.

Please provide at least one form of contact information. Failure to provide accurate contact information may delay application processing.

Telephone number
Mobile phone carrier
E-mail Address - check box to give consent for us to e-mail you. ☐

☐ Landline ☐ Mobile
☐ Consent to receive texts

Part II: Home and Utility Information

Home Type (Please check one)
Utilities and Payment

☐ Site-built single house ☐ Multi-unit (apartment, condo, duplex, etc.)
☐ Mobile home ☐ Other: __________________________

Electricity Vendor: __________________________ ☐ Included in rent

☐ Mobile ☐ Other: __________________________

Heating Vendor: __________________________ ☐ Included in rent

Home Ownership (Please check one)

Own ☐ Rent ☐ Other: __________________________

Primary Heating Source (please check one)
Primary Heating Fuel (please check one)
Do you have a secondary heating source installed?

☐ Furnace/Heat Pump ☐ Baseboard/Wall Unit
☐ Wood Stove ☐ Other: __________________________

☐ Electric ☐ Natural Gas ☐ Propane ☐ Yes ☐ No
☐ Fuel Oil ☐ Wood/Pellets ☐ Other: __________________________

Is it working? ☐ Yes ☐ No

If yes, please describe: __________________________

The Weatherization program provides energy conservation measures to reduce the utility bills of low-income Hoosiers across the state. Would your household be interested in a referral to the Weatherization program? ☐ Yes ☐ No

Part III: Income and Benefits

Please indicate all types of income received by any member of the household in the past three months. Check all that apply.

☐ Employment/wages ☐ Social Security Retirement ☐ Social Security Disability ☐ SSI ☐ Self-Employment
☐ Pension/Retirement ☐ VA Disability ☐ VA Pension ☐ Unemployment Benefits ☐ Alimony/Spousal Support
☐ Workers’ Compensation ☐ Private Disability ☐ Odd jobs/irregular income ☐ No income ☐ Other: __________________________

Please indicate all sources of assistance received by any member of the household. Check all that apply.

☐ Housing Choice Voucher (Section 8) ☐ Public Housing ☐ Permanent Supportive Housing ☐ VASH ☐ SNAP (Food Stamps) ☐ TANF
☐ Child care voucher ☐ WIC ☐ Child support ☐ Affordable Care Act subsidy ☐ Earned Income Tax Credit (EITC)
☐ None ☐ Other: __________________________

Has anybody in the household paid child support in the past three months?

☐ No ☐ Yes (please submit proof of payments)

Is anybody in the household between the ages of 14-24 and neither working nor attending school?

☐ No ☐ Yes (please list): __________________________

Please complete and sign page 2 - Application is not valid without signature and date.

Use blue or black ink only and be sure to fully complete all fields. Failure to fully complete application may delay processing.
Part IV: Household Members and Demographics

List all people residing in household, including yourself. Check here and attach additional sheet if more than four people are in household: ☐

<table>
<thead>
<tr>
<th>Last Name and Suffix</th>
<th>First Name</th>
<th>M.I.</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Disabled?</th>
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<tbody>
<tr>
<td><strong>Applicant</strong></td>
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Please use codes listed below

<table>
<thead>
<tr>
<th>Race</th>
<th>Ethnicity</th>
<th>Employment</th>
<th>Education</th>
<th>Health Insurance</th>
<th>Military Status</th>
</tr>
</thead>
</table>

Race Codes:
- A - Asian; B - Black or African American; I - American Indian or Alaska Native; P - Native Hawaiian or other Pacific Islander; W - White; M - Multi-race; O - Other

Ethnicity Codes:
- H - Hispanic, Latino, or Spanish origins; N - Not Hispanic, Latino, or Spanish origins

Employment Codes:
- FT - Employed full-time; PT - Employed part time; R - Retired; US - Unemployed six months or less; UL - Unemployed longer than six months; NL - Not in labor force; M - Migrant Seasonal farm worker

Education codes:
- A - Grades 0-8; B - Grades 9-12, Non-graduate; C - High School Graduate/Equivalency Diploma; D - Some post-secondary school; E - 2- or 4-year college degree; F - Other post-secondary graduate

Is anybody in the household affiliated with this agency as an employee/staff member, board member, or subcontractor, or related to any such member?
- No
- Yes (please list): ________________

Household Type (please check one)
- Single Person
- Two Adults, No Children
- Single Female Parent
- Single Male Parent
- Two-Parent Household
- Non-related adults with children
- Multi-Generational Household (three or more generations)
- Other: ________________

Part V: Certification

Disclaimer: I certify under the penalties for perjury and fraud that the information provided in this application is correct and true. I understand that I may be required to verify these statements and hereby give my consent to the agency from which I am requesting assistance to make contact with any necessary persons to verify these statements. I certify that I am an adult residing in this household and listed on this application, or have a legal power of attorney for an adult residing in this household and listed on this application. I am a resident of Indiana and an applicant for the Energy Assistance and/or Weatherization Assistance Program(s). I acknowledge any services or materials provided to my household will be a gift without consideration or payment by me. I give permission to the State of Indiana and the agency from which I am requesting assistance to obtain information from my energy supplier, including about my energy usage and payment history. I understand that the State of Indiana may use information provided on this form for purposes of research, evaluation and analysis. I also understand that the State of Indiana may use information provided on this form to see if I qualify for any other assistance programs. I hereby release the State of Indiana, the Local Service Provider or other entity from any liability whatsoever resulting from delivery of these activities. I have received no expressed or implied warranties concerning my receipt of these services. I also acknowledge that if I misrepresent or fail to disclose any information requested in this application, or if I am signing or submitting this application or any supporting documentation without the legal authority to do so, I may become ineligible from receiving Energy Assistance and/or Weatherization Assistance and may be required to repay any assistance and/or benefits that the household has received based on any such noncompliance, misrepresentation, or omission.

Energy Assistance Program benefits are provided without regard to race, age, color, religion, sex, disability, national origin, ancestry, or status as a veteran.

Signature of applicant (required) __________________________ Date (required) ___________
Energy Assistance Program Income Verification Affidavit

This form is to be completed by anyone claiming zero income or undocumented income for any of the three months preceding application. This form must be completed in its entirety.

Household Member: __________________________ Application Key: ______________ Application Date: ____________

Section 1: Complete for the three (3) complete months immediately before your application date. For example, if you apply in November, you must show income for August, September, and October. Please enter the gross income received for which you do not have any documentation. Enter zero (0) if you did not receive income for a given month. If you enter 0 for any month, you must complete section 2. Any misrepresentation or omission may result in your application being denied.

<table>
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<tr>
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<td>May</td>
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<td>2023</td>
<td></td>
<td>2023</td>
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</tr>
</tbody>
</table>

The source of the above income is:
(Income includes but is not limited to: wages, self-employment, odd jobs, salaries, commissions/bonuses, profit sharing, vacation/sick pay, tips, pensions, disability payments, dividends, interest, gambling winnings, military pay, insurance payments, workers compensation, unemployment or strike benefits, and royalties.)

Section 2: Please explain how you were able to pay the following expenses, if claiming zero income for any of the past 3 months. You must complete this section IN FULL if you indicated ANY MONTHS OF ZERO INCOME in Section 1. Check all that apply; check at least one item for each category. If family/friend gave you money, please enter total amount received for all months of zero income being claimed.

☐ Check here if all below needs were met by income of a parent/spouse/partner/roommate in the household

<table>
<thead>
<tr>
<th>Rent/Mortgage</th>
<th>Utilities</th>
<th>Food</th>
<th>Other Household Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Housing Support/voucher assistance program:</td>
<td>☐ Included in rent assistance program:</td>
<td>☐ SNAP/WIC benefits</td>
<td>☐ Assistance program:</td>
</tr>
<tr>
<td>☐ Have not paid/am behind</td>
<td>☐ Have not paid/am behind</td>
<td>☐ Food bank/food pantry</td>
<td>☐ Family/friend paid for me</td>
</tr>
<tr>
<td>☐ Family/friend paid for me</td>
<td>☐ Family/friend paid for me</td>
<td>☐ Assistance program:</td>
<td>☐ Family/friend gave me money:</td>
</tr>
<tr>
<td>☐ Family/friend gave me money:</td>
<td>☐ Family/friend gave me money:</td>
<td>☐ Family/friend gave me money:</td>
<td>*Amount: $______</td>
</tr>
</tbody>
</table>

I acknowledge that 18 U.S.C. § 1001, "Fraud and False Statements,” provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry, shall be fined under this title, and/or imprisoned for not longer than five (5) years. I certify that the information provided is true and correct. I understand that by giving false information on this form I am subject to criminal penalties pursuant to IC 35-43-5-3. I authorize state and federal agencies to verify any of this information and hereby consent to the release of my Indiana Tax Return for this purpose.

Signature of Household Member __________________________ Date ____________

Notary Acknowledgement (Use for Weatherization Assistance Program Referral Only)

WITNESS my hand and seal this ______ day of __________________________ 20 ___.

County of Residence: __________________________ Notary Public – Signature __________________________

Commission Expires: __________________________ Notary Public – Printed Name __________________________

Revised 2023.07.24
RELEASE OF INFORMATION

*APPLICANT’S NAME: ____________________________________________

Additional names used during employment: ____________________________________________

*SOCIAL SECURITY or INDIVIDUAL TAX IDENTIFICATION NUMBER: _______ - _______ - _______

**Applicant contact information

Email Address: ___________________________________________________ Phone Number: _____ - _____ - _______
Street Address: ___________________________________________________ State: _______ Zip: _____________

City: ____________________________________________________________

I authorize the Indiana Department of Workforce Development to release all wage and unemployment benefit information to the organization below.

__________________________________________     ____________________________
*SIGNATURE OF APPLICANT                                   *TODAY’S DATE:

NOTE: RELEASE MUST BE SUBMITTED WITHIN 90 DAYS OF APPLICANT SIGNING RELEASE FORM.

☐ Check this box if a Power of Attorney is attached.

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

NOTE: This section must be completed by the organization requesting employment history.

By signing below you agree that you understand that data we release to you is protected under state law (IC 22-4-19-6) and federal regulations (20 CFR § 603.5) as confidential information. You also confirm that you have verified the applicant’s identity by viewing some type of photo identification.

*SIGNATURE OF REQUESTOR: ____________________________________________

*Printed Name of the Requestor: ____________________________________________

* Requesting Organization: ____________________________________________

*Email Address: _____________________________________________________

*Phone Number: _____ - _____ - _______     Fax Number: _____ - _____ - _______

*REQUIRED FIELDS

**Applicant’s phone number, email address, or mailing address is required.

Email employverification@dwd.in.gov to reach a DWD employment history or LKE website specialist.
ENERGY ASSISTANCE PROGRAM (EAP)
LANDLORD AFFIDAVIT

Landlord: Please complete this affidavit on behalf of your resident who is applying to receive benefits to assist with their utility costs. The information provided is confidential and will not be shared with any other organization or government agency. Complete in blue or black ink only.

SECTION I: APPLICANT INFORMATION (may be completed by applicant, intake, or landlord)

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Date:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Address (including apartment/lot number):</th>
<th>Phone:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
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<td>IN</td>
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</table>

SECTION II: DWELLING AND UTILITY INFORMATION – to be completed by the landlord, property owner, leasing agent, or authorized designee only. All fields are required.

<table>
<thead>
<tr>
<th>Electric costs are (check one):</th>
<th>Heating costs are (check one):</th>
<th>Primary installed heating source (check one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Responsibility of the landlord, included in the tenant's monthly rent payment.</td>
<td>☐ Responsibility of the landlord, included in the tenant's monthly rent payment.</td>
<td>☐ Electric furnace</td>
</tr>
<tr>
<td>☐ Responsibility of the tenant, but in the landlord's name</td>
<td>☐ Responsibility of the tenant, but in the landlord's name</td>
<td>☐ Electric baseboard</td>
</tr>
<tr>
<td>☐ Responsibility of the tenant</td>
<td>☐ Responsibility of the tenant</td>
<td>☐ Electric wall unit</td>
</tr>
</tbody>
</table>

Is the primary heating source operable? ☐ Yes ☐ No

How much is the tenant responsible to pay out of pocket monthly in rent after subsidies? $

All contact information is required.

I grant IHCDA permission to obtain utility information on account status, energy cost and consumption data on this property for the purpose of data consumption tracking.

<table>
<thead>
<tr>
<th>Landlord or authorized designee name:</th>
<th>Landlord or authorized designee signature:</th>
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<tbody>
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<tr>
<th>Address:</th>
<th>Date:</th>
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<th>City:</th>
<th>Phone:</th>
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<th>State:</th>
<th>Zip Code:</th>
<th>Email:</th>
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</table>

Revised 2023.07.06
Energy Assistance Program Direct Benefit Payment Election Form

Head of Household

Please choose a fulfillment option below for your direct Energy Assistance Program (EAP) benefit payment. Please check one.

- I would like to waive my direct EAP benefit payment to be applied directly to my electricity/heating (circle one) utility, which I pay separately. I understand that the full benefit will be paid to my vendor within sixty (60) days and I will not receive a direct payment.

- I would like to receive my direct EAP benefit payment as an Electronic Funds Transfer (direct deposit). I understand that this may take up to 120 days to receive, and is subject to further delays if I have provided inaccurate banking information. I have provided my banking information below.

  - Checking Account  Savings Account  Account holder name:

  Financial Institution:

  Financial Institution Routing Number:  (must be nine digits)

  Checking/Savings Account Number:

  These numbers are located on the bottom of your check as follows:

  123456789

  I understand that this may take up to 150 days to receive, and is subject to further delays if I have provided an incorrect address, if I move, or due to USPS operations. If you do not return this form with your application, your benefit will be issued as a check.

I hereby certify that the information provided above is correct and true. I understand that I may be required to verify these statements and hereby give my consent to the agency from which I am requesting assistance to make contact with any necessary persons to verify these statements. I understand that falsifying this information may result in disqualifying my household for Energy Assistance Program benefits or require my household to reimburse the agency for any benefits paid on behalf of this household based on any misrepresentation or omission.

If I have elected to receive benefit payment by electronic funds transfer, I hereby authorize the Indiana Housing and Community Development Authority ("IHCD") to initiate entries to the above identified checking/savings accounts at the financial institution listed above, and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until IHCD is notified by an authorized individual in writing to cancel it in such time as to afford IHCD and the financial institution a reasonable opportunity to act on it. In addition, I certify that I have full authority to execute this authorization and grant the rights to IHCD contained herein.

Applicant Signature  Date

Revised 2022.08.11
Referral Form for Services - Internal
2023-2024

Human Services, Inc. offers a variety of income-based programs to assist individuals and families on the road to self-sufficiency. Please mark the program(s) below offered by Human Services, Inc. that you would like to be referred to for follow-up:

___ Coaching For Success
Provides assistance to move people forward to a better quality of life utilizing a holistic approach to break the cycle of poverty. Efforts are made to build the skills necessary in participants so they may grow in their own abilities to become independent. It requires high motivation for self-growth and places a strong focus in the areas of income, education, and housing which are the pillars of opportunity to forward movement.

___ Coordinated Entry
Centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals for individuals and families seeking housing or services. This is a centralized waiting list for Housing First, Homeless Prevention and Rapid Rehousing Programs.

___ Housing First
Provides housing and supportive services for individuals and families experiencing housing crises who have severe mental illnesses and/or chronic chemical addictions. Must be on Coordinated Entry.

___ Head Start / Early Head Start
Provides comprehensive services to enrolled children (up to age 5) and their families, which include health, nutrition, social, and other services determined to be necessary by family needs assessments, in addition to education and cognitive development services.

___ Housing Choice Voucher (Section 8)
Provides eligible households vouchers to help pay the rent on privately owned homes of the households choosing. An individual or family receiving a voucher must pay at least 30% of its monthly income for rent and utilities.

___ I do not want to be referred to any programs.

I understand that all information gathered regarding the Energy Assistance Program (EAP) application is personal and private. I give my permission to the staff of Human Services, Inc. to release my information to the program(s) that I have identified above.

Printed Name: __________________________ Signature: __________________________ Date: ___/___/____

ENERGY EDUCATION ACKNOWLEDGEMENT

I have received and reviewed the Energy Education material that has been provided to me. The material discussed ways to cut energy costs and make my home more energy efficient.

Printed Name: __________________________ Signature: __________________________ Date: ___/___/____

FORM MUST BE SIGNED AND RETURNED.