

WHAT IS IN YOUR APPLICATION PACKET PY24

Instructions – How to complete your application. **Complete all forms that apply to you!**

Application 2023-24 PY – Must be completed entirely.

Privacy Notice – for your information.

Income Verification Affidavit – This form is required for **any and ALL household members 18 years of age and older who is claiming NO/ZERO income**, in any of the past three complete full months. This form must be completed in its entirety and signed by all household members 18 years of age and older. **Incomplete forms are considered incomplete applications.**

Release of Information – This form is required for **each adult household member** who is **receiving Unemployment Benefits and/or claiming ZERO income.**

Landlord Affidavit - For Renters ONLY. Required to be completed if your utilities are included in your rent the Landlord Affidavit Form must be completed and signed by your Landlord. We can accept a Lease agreement within the last 24 months signed by both parties and states how much rent is paid, what utilities are included and what utilities tenant is responsible for paying. If one or more utilities are included in your rent and you would like to receive the EAP Benefit by ACH Direct Deposit to your bank account, the **ACH Direct Deposit Affidavit** must be completed correctly and entirely and signed by the applicant. If you wish to receive a paper check, you do not have to complete the ACH Direct Deposit Affidavit. **If you own your home, you DO NOT complete or submit the Landlord Affidavit or the ACH Direct Deposit form.**

Declaration of Absent Household Members – this form must be completed if you are using your bank statement as proof of income and it has a household member's name on the account who does not live in the home.

ACH Direct Benefit Form - For Renters ONLY. The ACH Direct Deposit Affidavit must be completed correctly and entirely and signed by applicant If one or more utilities are included in your rent and you would like to receive the EAP Benefit by ACH Direct Deposit to your bank account.

Utility Affidavit - Complete **ONLY** if your Utility Bills are in the name of someone who does not reside in the household

Customer Survey – Complete and return with your application.

Service Utilization Form – Complete and return with your application.

Saving Energy Tips – for your information.