

## WHAT IS IN YOUR APPLICATION PACKET PY 2024-25

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

**Application 2024-25 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. **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**. **Print out from UPLINK is required. No screenshots are allowed.**

**Landlord Affidavit - For Renters ONLY**. The Landlord Affidavit Form must be completed and signed by your Landlord if your utilities are included in your rent. 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/submit the Landlord Affidavit or 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. Remember that all deposits on your bank statement(s) are considered as income, regardless of the source.

**ACH Direct Benefit Form - For Renters ONLY**. The ACH Direct Deposit Affidavit must be completed correctly, entirely and signed by the applicant If utilities are included in your rent and you would like to receive the EAP Benefit 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. An explanation must be provided as to why the utilities are not in your name.

**Utility Credit Balance** – If your utility bill has a credit balance greater than \$250, you may still apply but you will not receive benefits. Be sure that you do not have a balance of \$250 or more when applying. You will not be able to reapply this program year.