

2021-2022 MINNESOTA ENERGY PROGRAMS APPLICATION

The Minnesota Energy Programs Application is available in Spanish or in large print from your Service Provider or online at <http://mn.gov/commerce/consumers/consumer-assistance/energy-assistance/>

This application is used to apply for these programs:

- Energy Assistance Program (EAP)
- Weatherization Assistance Program (WAP)
- Conservation Improvement Program (CIP)

How to fill out this application

- Read all the information in this application.
- Fill in all the information for everyone living in your home. ALL people living in the home are household members if they share the kitchen or other living areas in the home.
- Complete and turn in the application, income proof, and other documents to your Service Provider.
- We must have the complete application to determine if you qualify for help.

If you need help filling out this application, call your local EAP Service Provider. Their telephone number is listed on the first page of the Minnesota Energy Programs Application.

Si necesita ayuda para completar esta solicitud, comuníquese con su proveedor de servicio del PAE local. El número de teléfono se encuentra en la primera hoja de la solicitud de los Programas de Energía de Minnesota.

Haddii aad uga baahan tahay caawin buuxinta codsigan, wax Bixiyahaaga Adeega EAP ee maxaliga ah. Lambarka taleefankooda wuxuu ku qoran yahay bogga koowaad ee Codsiga Barnaamijyada Tamarta ee Minnesota.

Yog koj xav tau kev pab sau daim ntawv thov no, hu rau Tus Neeg Muab Kev Pab EAP hauv koj cheeb tsam. Lawv tus xov tooj yog teev rau ntawm thawj nplooj ntawm Daim Ntawv Thov Minnesota Cov Khoo Kas Pab Them Nqi Hluav Taws Xob.

Nếu quý vị cần hỗ trợ để điền vào đơn đăng ký này, hãy gọi cho Nhà Cung Cấp Dịch Vụ EAP tại địa phương của quý vị. Số điện thoại của các nhà cung cấp được liệt kê trên trang đầu tiên của Đơn Đăng Ký Chương Trình Năng Lượng Minnesota.

Send income proof

- Send proof of all gross income received by all people in your household in the last 3 full calendar months before the month you sign your application. Send copies, originals will not be returned.

Application signed in:	Send proof of gross income received in:	Household income cannot be more than these income guidelines for 3 months:	
		Household Size	Income
August 2021	May, June, July 2021	1	\$8,809
September 2021	June, July, Aug 2021	2	\$11,520
October 2021	July, Aug, Sept 2021	3	\$14,230
November 2021	Aug, Sept, Oct 2021	4	\$16,941
December 2021	Sept, Oct, Nov 2021	5	\$19,651
January 2022	Oct, Nov, Dec 2021	6	\$22,362
February 2022	Nov, Dec 2021, Jan 2022	7	\$22,870
March 2022	Dec 2021, Jan, Feb 2022	8	\$23,378
April 2022	Jan, Feb, March, 2022	9	\$23,887
May 2022	Feb, March, April 2022		

What proof to send

- **Wages:** EAP may use your SSN to verify wages reported by your employer. We may ask you to provide check stubs or other verification if we are unable to verify your wages.
- **MFIP, GA, DWP:** County statement showing monthly amount or bank statements.
- **Spousal Support or Alimony:** Check copies, bank statements, or a note signed by the payor stating the payment amount and dates, or other proof of amount received.
- **Veteran's Benefits, Social Security, RSDI and SSI:** Award letters, bank statements showing direct deposits, or check copies.

To use this fillable Energy Assistance application form:

1. Type your answers into the fillable fields. Use the instructions to help complete the application.
2. Next:
 - Either print out, sign and date a hard copy of your complete application (to mail/deliver),
 - OR**
 - Email the completed fillable application along with a picture of the handwritten text and signature below, electronically submitted along with a completed fillable PDF application.

*I, [printed name] intend for my signature below to be used only in conjunction with the attached ENERGY PROGRAMS APPLICATION. By signing below, I agree to all elements of the attached application.
[Signature], [Date]*

For office use only
HH: _____
Referral <input type="checkbox"/> _____
Rep#: _____
Grant amount: _____

Please use black ink to complete your application. Do not use highlighters on the documents you send.

2021-2022 MINNESOTA ENERGY PROGRAMS APPLICATION



Three Rivers Community Action
300 11th Ave NW, #110
Rochester, MN 55901
507-316-0610 or toll free 1-800-277-8418
FAX 507-258-5501 Email: energyassistance@threeriverscap.org



Before completing this application, carefully read the enclosed "Your Rights and Responsibilities" and Instructions.

Part 1. Personal Information - Verify all preprinted information is correct. Enter changes as needed.

Your Social Security Number (SSN)	<ul style="list-style-type: none"> Social security numbers (SSN) are required for all household members and will be verified If a valid SSN is not available, another form of documentation is required If any household members are ineligible non-citizens, your household may still receive assistance if at least 1 household member is a citizen or eligible non-citizen We use your SSN to get wage and unemployment compensation information
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Your Legal Name: _____ MM – DD – YYYY

First Name _____ M.I. _____ Last Name _____ Date of Birth _____

Current Address Where You Live				Mailing Address (if different from address where you live):			
House Number and Street _____			Apt # _____	Street or PO Box _____			Apt # _____
City _____	State <u>MN</u>	Zip Code _____	County _____	City _____	State _____	Zip Code _____	

Language Spoken: _____ **Phone: Primary:** _____ Mobile **Other:** _____ Mobile

Email Address: _____ **To contact me in writing, I prefer:** US Mail (letter) Email

Authorized Representative: If you complete this section, the "Authorized Representative" has permission to act for you.

First Name _____ Last Name _____ Phone _____

If you want the **Authorized Representative** to get mail on your behalf, add their address here:

Street or PO Box _____ Apt # _____ City _____ State _____ Zip Code _____

YOU MUST SIGN AND DATE THIS APPLICATION AT THE BOTTOM OF THE LAST PAGE

Part 2. Household Information

LIST ALL HOUSEHOLD MEMBERS, STARTING WITH YOU (non-custodial parents may include their minor children):

Social Security Number	Legal Name First M.I. Last	Date of Birth	LAST 6 MONTHS		Gender write in	Race	Latino/a/x	Hispanic	Disability	Veteran
			Income	Number of Employers						
555-55-5555	Pat T. Smith	mm-dd-yyyy	Y/N		Female	see below	Y/N	Y/N	Y/N	
		- -								
		- -								
		- -								
		- -								
		- -								
		- -								
		- -								

Attach a separate sheet if necessary for any additional household members.

Race:	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

Is anyone in your household currently an employee or board member of this energy assistance agency? Yes No

How many people live in your home? How many do NOT have health insurance?

Has any household members' income decreased in the past 3 months? Yes No If yes, whose

Income, benefits, and other assistance: Check all that apply for everyone in your household and **send proof.**

Income

- Wages
 - Self-Employment*/Farm Income*
 - Unemployment Compensation
 - Interest or Dividend Income
 - Rental Income
 - Workers' Compensation
 - Contract for Deed Interest
- Date Business started: / /
- *Send first 2 pages of your most recent IRS-1040 tax return and Schedule 1*

Benefits

- Social Security Benefits (SSDI, RSDI, SSA)
- Supplemental Security Income (SSI)
- Pension/Annuity (including quarterly & annual)
- Retirement Income (including IRA, etc.)
- Minnesota Family Investment Program (MFIP)
- General Assistance (GA)
- Veterans' Benefits
- Tribal Per Capita Payments
- Tribal Judgments or Tribal Bonus
- Long/Short-term Disability
- Alimony or Spousal Support
- Diversionary Work (DWP)

No proof of income required:

- Child Support - Monthly amount \$
- Food Support
- Earned Income Tax Credit
- No Income: Please call us at 507-316-0610

Other Assistance

Other income not listed:

Your application will be delayed if you do not include all required proof of income.

Part 3. Housing Information

<p>Type of Housing:</p> <p><input type="radio"/> House</p> <p><input type="radio"/> Apartment/Condo</p> <p><input type="radio"/> Townhouse</p> <p><input type="radio"/> Mobile Home</p> <p><input type="radio"/> Duplex</p> <p><input type="radio"/> Triplex</p> <p><input type="radio"/> Fourplex</p> <p><input type="radio"/> Other</p>	<p>Do you pay for rent or mortgage? <input type="radio"/> Yes <input type="radio"/> No If yes, amount you pay: \$..... required</p>
<p>How long have you lived in your current home?</p> <p>..... Years</p> <p>..... Months</p>	<p>Renters: Do you get a rent subsidy or do you live in subsidized housing? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Is heat or electricity included in your rent? Check those that apply: <input type="checkbox"/> Heat <input type="checkbox"/> Electric</p> <p>Landlord Information Name:..... Phone</p> <p>Street or PO Box..... Apt#.....</p> <p>City..... State..... Zip Code.....</p>
	<p>Homeowners: Do you own or are you buying your home? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If your furnace/heating system is currently NOT working, check this box: <input type="checkbox"/></p> <p>Call us immediately at 507-316-0610 if your furnace/heating system is not working.</p>
	<p>Business Use of Home: If you are self-employed, is the business at your home? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If Yes, what kind of business and what work is done in your home or on your property?</p> <p>.....</p>
	<p>Do you rent part of your home to anyone? <input type="radio"/> Yes <input type="radio"/> No</p>

Part 4. Energy Providers

What companies supply heat, electricity, and water* to your home?

*Help may be available if you have a past due water bill.

Send a copy of your last bills and/or fuel receipt with this application.

	Main Heating	Other Heating	Electric	Solar Garden	Water
<p>Company Name and Fuel Type:</p>	<p><input type="radio"/> Natural Gas <input type="radio"/> Propane</p> <p><input type="radio"/> Oil <input type="radio"/> Biofuel <input type="radio"/> Steam</p>	<p><input type="radio"/> Natural Gas <input type="radio"/> Propane</p> <p><input type="radio"/> Oil <input type="radio"/> Biofuel <input type="radio"/> Steam</p>	<p><input type="checkbox"/> Heat with electric</p>		
<p>Account Number:</p>					
<p>Name on Account:</p>					

We will split your benefit between your main heating company and electric company.

OPTIONAL: If you want your benefit paid differently, please indicate below:

All to main heating All to electric Other:

Do you share your fuel tank or energy meter with another household? Yes No

If you heat with wood or other biofuel:

Biofuel you use - Wood Pellets Corn Other

What percent of your heat does this supply?.....%

How many bedrooms are in your home?.....

Do you supply your own wood/corn? Yes No

Energy or Water Emergency

If you have an emergency right now or cannot pay your past due bill, check the type of situation below and send a copy of the notice:

- Already disconnected. Company:..... Disconnect Date:.....
- Received disconnect notice. Company:..... Date Scheduled:.....
- Cannot pay past due balance. Company:.....
- Fuel tank empty (or less than 20% in tank). What % is in your tank today:.....

Contact your energy company to set up a payment plan.

Additional Information

- Do you want information about how free home improvements through the Weatherization Assistance Program may help health conditions like asthma, COPD, other respiratory ailments, heart disease or other chronic conditions? Yes No
- Do you want to register to vote or update your registration if you have moved? Yes No
- If you listed a mobile device, do you want to receive text messages about the Energy Assistance Program or other programs? Yes No
- **How did you hear about the Energy Assistance Program?** Friends/Family Newspaper Radio Landlord County Worker Veteran's Office Nursing Services State or County Website Utility/Fuel Provider Other

1. Check all that you are interested in:

<input type="checkbox"/> Learning more about buying a house	<input type="checkbox"/> Having your home weatherized
<input type="checkbox"/> Head Start and Early Head Start	<input type="checkbox"/> SNAP (food support/food stamps)
2. Is your heating system a boiler (radiators with hot water heat)? Yes No Don't Know
3. Is there an adult in your home (18+) without income? Yes No
If yes, please explain: _____
4. What else would better explain your household situation (example: work layoff, medical leave, divorce, birth, death, etc.) and help us process your application more quickly? (Please add another sheet of paper if needed.) **If you are having problems with your furnace/heating system, please describe.**

Part 5. Consent and Signature for October 1, 2021 to September 30, 2022

1. I give my consent for my heating, electric, and water companies to give data about my account and energy and water use to the Minnesota Department of Commerce (Commerce) and Commerce's contractors for the Energy Assistance Program (EAP), the Weatherization Assistance Program (WAP) and the Conservation Improvement Program (CIP).
2. I authorize the Social Security Administration, the Minnesota Department of Human Services and its affiliated agencies, and the Minnesota Department of Employment and Economic Development to share data concerning my Social Security Number, public benefits received, and income within the last year for eligibility for benefits with Commerce and Commerce's contractors for EAP, WAP and CIP.
3. I authorize Minnesota EAP, WAP, and CIP to:
 - Contact my employer to verify my income.
 - Contact my landlord to confirm my residency and/or heating source if I am a renter.
4. I authorize my EAP, WAP and CIP Service Providers to contact me for outreach and referral.
5. By signing, I affirm that all data in this application is correct. I also acknowledge that:
 - I currently reside at the address listed on this application.
 - I am signing on behalf of all household members.
 - I may have to prove my statements.
 - I may be held civilly or criminally liable under federal or state law for knowingly making false or fraudulent statements.
 - I have rights under EAP, WAP, and CIP. I have received a copy of the "Privacy Notice and Your Rights and Responsibilities" and agree to its terms and conditions.
 - I may appeal local Energy Programs Service Provider decisions about my benefits.
 - I understand that missing information will delay determining if I qualify for help.
 - I understand that my Service Provider may be able to help pay past due energy bills and/or make a payment plan with my energy companies.
 - I understand that filling out this application does not guarantee that my household will receive assistance.
 - I am an adult, emancipated minor, or a minor head of a household with no adults or emancipated minors.

Print Name:

Signature: **Today's Date:**

All applications must be postmarked or received by EAP on or before May 31, 2022.

Your application must be postmarked or received within 60 days of the date you sign it.

Apply early, funds may run out.

Privacy Notice and Your Rights and Responsibilities

Privacy Notice

Privacy Act Provisions: Federal and state 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) and the Minnesota Government Data Practices Act, Minn. Stat. § 13.04, subd. 2 (also referred to as a Tennesen Warning).

Please read this *Privacy Notice* carefully before completing and signing the *Minnesota Energy Programs Application*, and keep this *Privacy Notice* in your records for future use. This *Privacy Notice* applies to the Energy Assistance Program (EAP), Weatherization Assistance Program (WAP) and Conservation Improvement Program (CIP), also known as Energy Programs.

Why do we collect the information on the application?

We will use your information to research, evaluate and administer the Energy 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 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 Energy Programs application if: (i) they need access to the application information to do their jobs in connection with the Energy Programs (EAP, WAP, and CIP), 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 the Minnesota Department of Commerce (Commerce).
- Community Services Block Grant and Minnesota Community Action Grant Service Providers under contract with Commerce.
- Program auditors as required or permitted by Office of Management and Budget (OMB) guidance.
- Minnesota Departments of Administration, Commerce, Employment and Economic Development, Health, Housing Finance Agency, Human Services, Revenue and MN.IT Services.
- United States Departments of Health and Human Services and Energy.
- Minnesota Public Utilities Commission.
- Minnesota Legislative Auditor.
- Persons so authorized pursuant to court order.
- Your energy companies for affordability and Energy Programs.
- Minnesota Community Action Partnership.
- 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 Energy Programs (EAP, WAP, and CIP) 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). All applicants (except eligible non-citizens) are required to provide a verifiable Social Security Number in order to process your application.

Why do we ask for information about your race?

This is voluntary information. It is compiled and recorded for statistical purposes only. The program cannot discriminate for reason of race or ethnic background, religion, gender, sexual orientation, or political affiliation.

Your Rights and Responsibilities

You have certain rights to get help:

You have the right:

- To apply again if you get denied.
- To apply for more help if you need it.
- To know what the rules are and how we decide what help you get.
- To receive a response within a reasonable time of submitting all information.
- To appeal within 30 days after you are sent the results of your application if:
 - You receive a denial letter and think we used the wrong information to make the decision.
 - You do not receive the help you were promised.

You have these responsibilities:

You must tell us if you or any member of your household:

- Received help with your energy bills earlier this winter.
- Move to a new address (tell us within 30 days of the move).
- Change your fuel dealer or gas or electric companies.

This program may pay only part of your heating and electric bills. You are responsible to pay the rest.

What if you think the information in your file is wrong?

Talk to your local EAP Service Provider about what you think is wrong in your file.

What happens if you give false information?

The local EAP Service Providers or the Minnesota Department of Commerce may check and verify any of the information contained on your application or otherwise provided. You may be denied Energy Program benefits if you provide incomplete or false information. You may be held civilly or criminally liable under federal or state law for knowingly making false or fraudulent statements on your application.

How to submit a complaint:

If you think your energy payment was not what it should be or you did not get the services you thought you would, you may contact the local EAP Service Provider listed on the application. If you are not satisfied with their answer, you may write an appeal letter to the local EAP Service Provider. Keep a record of their address and telephone number.

If you are not satisfied with their response to your appeal, write to:

Appeals Officer
Energy Assistance Program
Minnesota Department of Commerce
85 East 7th Place, Suite 280
St. Paul, MN 55101-2198

If you feel you have been treated differently because of your color, race, national origin, religion, sex, gender, age, marital status, political beliefs, or physical, mental or emotional disability, write to one of the following:

Minnesota Department of Human Rights
Grigg's Midway Building
540 Fairview Ave. N, Suite 201
St. Paul, MN 55104
<https://mn.gov/mdhr/>

-OR-

U.S. Department of Health and Human Services
Office for Civil Rights, Region V
233 North Michigan Avenue, Suite 1300
Chicago, IL 60601
www.hhs.gov/ocr/civilrights/complaints