

# Important Changes This Year PLEASE READ!!

- ❖ Documents - SS cards and Photo IDs are no longer required of any applicant.
- ❖ Program Dates - The program will now run November 1, 2024 - April 14, 2025.
- ❖ Benefit Amounts - Benefits per household have decreased. The benefit amounts are determined on a case-by-case basis.
- ❖ Credit Balances -
  - *Electric or Natural Gas* - If you have a credit balance of \$250 or more on these bills, **do not apply** until that credit falls below \$250. If you choose to go ahead and apply, you will be programmatic-ally eligible but will NOT receive a benefit. Even if the credit falls below \$250.
  - *Liquid Propane or Fuel Oil* - If you apply with a credit of more than \$500 on your these bills, you will not receive your full benefits until the credit falls below \$500.
- ❖ Crisis Funding - Crisis will be applied according to your bill at the time of application ONLY.

a. What this means – if you forgo paying your bill and receive a disconnect notice while waiting to be processed, (processing can take up to 55 days) your application will be processed immediately but will NOT receive additional crisis funding, you will only be entitled to what benefits you were due at the time of application.

***\*\*You are encouraged to apply as much or as little of a payment as possible to your utility bills after submitting your application. This program is a supplement only.\*\****

## ***Additional Things to Remember -***

- ***If you are scheduled to move in the very near future, please wait and apply at your new address to ensure your benefits get applied to the new home.***
- ***If you find yourself in a crisis after submitting your application and you have NOT received your approval letter, please call us to let us know immediately.***
- ***If you are due to receive a Direct Benefit payment (those with utilities included in rent or heat with wood or wood pellets) please consider using direct deposit for faster delivery of your payment.***
- ***If you would like to apply Online (available from 10/01/2024-04/14/2025) you can do so by scanning this QR code.***



**You MUST sign and return this form with your application**




## Mandatory Referral Form

To be referred, check below: ✓



**Light Bulb Exchange Program**



If you would be interested in exchanging all light bulbs in your home for energy efficient LED Bulbs, Please check this box. Then a member of our team will reach out soon to schedule a time to meet with you. (this program is currently pending funding approval)  
OVO also provides Energy Education to participants to teach them ways in which to increase energy efficiency within their homes and decrease their energy costs.

**Weatherization Assistance Program**

Reduce energy cost & to improve health & safety regardless of whether you rent or own. An initial energy audit is conducted. Work is done by skilled contractors that can add insulation, replace or clean & tune heating systems, air seal & more. A final inspection of all work is performed.

\*\*Clark and Floyd county is performed by Community Action of Southern Indiana (CASI) you can reach them by calling 812-288-6451 - ask for Weatherization

**Head Start**

Comprehensive early childhood education, health, nutrition, and parental involvement services for children ages 3-5 from income eligible families in Jefferson, Jennings, and Scott County Indiana. For Clark and Floyd County please call CASI @ 812-288-6451

**OVO Housing Choice Voucher Program (Section 8)** waiting lists are currently open for Jefferson, Jennings, and Scott County INDIANA only. You can apply by visiting our website [www.ovoinc.org](http://www.ovoinc.org). If you are interested in finding additional open waiting lists in Indiana, please visit: <https://www.waitlistcheck.com/IN1806> (This link will include Clark and Floyd Co)

**For other referral information available in your area dial 2-1-1 from any phone or text 898-211**

*By Signing this form, you are giving OVO permission to provide your contact information to the selected programs.*

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

# THINGS TO RETURN WITH YOUR APPLICATION!!

1. **Completed Application:** Read instructions carefully and complete all forms that apply to your household!
2. Most recent **Electric Bill** \*If the bill is not in a household member's name, please complete the **Utility Affidavit** in the application packet.
3. Most recent **Gas Bill** or recent **LP Account Statement** \*If the bill is not in a household member's name, please complete the **Utility Affidavit** in the application packet.
4. **Landlord Affidavit:** - **ONLY** needed for **renters with either their heat or electric included in rent.** Landlord Affidavit must be completed by your landlord or provide a current, active, signed lease.
5. If you **pay child support**, provide proof of payments for the last 3 months
6. **Proof of income** including (but not limited to):
  - Wages: most recent pay stub showing YTD earnings **and** write the dates of employment on the check stub for all jobs in the last 3 months
  - Social Security: recent award letter **or** bank statement showing the deposit amount (only 1 month needed, must supply the ENTIRE letter - all pages)
  - SSI: recent award letter or bank statement showing the deposit amount (only 1 month needed, must supply the ENTIRE letter - all pages)
  - Retirement or Pension: recent award letter, check copy, check stub, or copy of the check (we can no longer accept a bank statement to verify this income)
  - Self-employment: most recent taxes (1040 and schedule C, SE, E, or F)
  - Cash from odd jobs: self-declare on "**Income Verification Affidavit**" for each adult with income not documented on a pay stub in the last 3 months (**you may need to make copies of this form**)
  - Zero Income: complete the "**Income Verification Affidavit**" for each adult with no income in any of the last 3 months (**you may need to make copies of this form**)

**Any Forms that say "Page 1 of \_" we must have all pages! This includes Utility Bills, Bank Statements, Check Stubs, Pension/SS award letters, etc. Also note that you are not allowed to redact/black out any documents submitted to us. This will result in your application being Incomplete until you provide the original copy.**

This is a basic list and applies to *most* households. However, there may be additional forms needed on a case by case basis. The more you can provide with your initial application, the better. Your application will be reviewed as soon as possible.

## You can return your application by:

**Fax** New Albany (812) 913-6745 or Madison (812)273-2604

## **Mail**

New Albany - OVO EAP, 5150 Charlestown Road, Suite 4, New Albany, IN 47150

Madison – OVO EAP P.O. Box 625, Madison, In 47250

**Email** New Albany: eap@ovoinc.org

Madison: ovoeap@ovoinc.org

## **Drop Boxes:**

Madison - 421 Walnut Street (Admin building)

New Albany - 5150 Charlestown Road Suite 4 (New Albany Office)

North Vernon - Corner of Brownstown Road & Hayden Pike (Valley Court Apartments)



Scottsburg - 714 Morning Glory Drive (Scott Valley Court Apartments)

Charlestown - 200 Jennings Street (Charlestown Housing Authority)

New Albany - 215 Erni Avenue (New Albany Housing Authority)

**Indiana Energy Assistance Program Application**  
Program Year 2025

**Must be returned no later than April 14, 2025**

   <small>Indiana Housing &amp; Community Development Authority</small>	<b>Ohio Valley Opp.</b> P.O. Box 625 Madison In 47250 812-265-5858 www.ovoinc.org ovoeap@ovoinc.org	<b>For Provider/Agency Use Only</b>		
		Date received:		
		Application number:		
		<input type="checkbox"/> Mail-In <input type="checkbox"/> Appointment <input type="checkbox"/> Outreach/Home Visit/Other		
		Household is disconnected or out of fuel: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Household has d/c notice or less than 25% fuel: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Household heat source is inoperable: <input type="checkbox"/> Yes <input type="checkbox"/> No				
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.				
<input type="checkbox"/> <b>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.</b>				
Is <u>any person</u> in this household affiliated with the above-named agency as: an employee or staff member, volunteer, board member, or subcontractor, <u>or</u> related to any employee, staff member, volunteer, board member, or subcontractor? Relatives include parent, child, grandparent, grandchild, sibling, spouse, aunt, uncle, niece, nephew, parent-in-law, child-in-law, sibling-in-law, grandparent-in-law, or grandchild-in-law.				
<input type="checkbox"/> No <input type="checkbox"/> Yes (please identify member and relationship): _____				
<b>Part I: Contact Information</b>				
Applicant Name			Last four digits of SSN	County
			xxx-xx-	
Physical Address <i>(Including Apartment/Lot/Trailer Number, if applicable)</i>			City	State    Zip
				IN
If you have a PO box or an alternate mailing address, please list it below. Otherwise, please leave blank.				
Please provide <u>at least one</u> form of contact information. Failure to provide accurate contact information may delay application processing. It is your responsibility to monitor your e-mail, postal mail, voicemail, and SMS/MMS for messages concerning your application and to reply in a timely manner. Failure to respond in a timely manner to requests for additional information or documentation will result in the denial of your application.				
Telephone number	Mobile phone carrier	E-mail Address - <b>check box if you would not like to receive e-mail notification</b> <input type="checkbox"/>		
<input type="checkbox"/> Landline <input type="checkbox"/> Mobile		<input type="checkbox"/> I do not wish to receive text notifications		
<b>Part II: Home and Utility Information</b>				
Home Type (Please check one)		Utilities and Payment		
<input type="checkbox"/> Site-built single family house <input type="checkbox"/> Multi-unit (apartment, condo, duplex, etc.) <input type="checkbox"/> Mobile home <input type="checkbox"/> Other: _____		Electricity Vendor: _____ <input type="checkbox"/> Included in rent		
Home Ownership (Please check one)		Heating Vendor: _____ <input type="checkbox"/> Included in rent		
<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other: _____				
Primary Heating Source (please check one)		Primary Heating Fuel (please check one)		Do you have a secondary heating source installed?
<input type="checkbox"/> Furnace/Heat Pump <input type="checkbox"/> Baseboard/Wall Unit <input type="checkbox"/> Wood Stove <input type="checkbox"/> Other: _____		<input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Fuel Oil <input type="checkbox"/> Wood/Pellets <input type="checkbox"/> Propane <input type="checkbox"/> Other: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____
Is it working? <input type="checkbox"/> Yes <input type="checkbox"/> No				
The Weatherization program provides energy conservation measures to reduce the utility bills of eligible Hoosiers across the state. <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Would your Household be interested in a referral to the Weatherization program?</b>				
<b>Part III: Income and Benefits</b>				
Please indicate <u>all</u> types of income received by any member of the household in the <u>past three months</u> . <b>Check all that apply.</b>				
<input type="checkbox"/> Employment/wages (include current paystub with YTD gross) <input type="checkbox"/> Social Security Retirement/ Disability/SSI (include current award letter or bank statement) <input type="checkbox"/> VA Disability/Pension (Include current award letter or bank statement) <input type="checkbox"/> Self-Employment (include most recent full 1040 tax return) <input type="checkbox"/> Unemployment Benefits (include current Uplink statement or complete DWD release)		<input type="checkbox"/> Pension/Retirement (include award letter, bank statement or pay stub) <input type="checkbox"/> Odd jobs/irregular income (include completed Income Verification Affidavit) <input type="checkbox"/> No income (include completed Income Verification Affidavit) <input type="checkbox"/> Other: _____ (contact agency for guidance on documentation)		
Does any member of the household receive any of the assistance types listed below? <b>Check all that apply.</b>			Has anybody in the household <b>paid child support</b> in the past three months?	
<input type="checkbox"/> SNAP (Food Stamps) <input type="checkbox"/> SSI (Supplemental Security Income) <input type="checkbox"/> TANF (Temporary Assistance for Needy Families)			<input type="checkbox"/> No <input type="checkbox"/> Yes (please submit proof of payments)	

Part IV: Household Members											
List all people residing in household, including yourself. Check here and attach additional sheet if more than eight people are in household: <input type="checkbox"/>											<input type="checkbox"/>
	Last Name and Suffix	First Name	M.I.	Full Social Security Number	Citizen or Qualified Alien?	Date of Birth	Gender	Disabled?	Race	Ethnicity	Military Status
									Please use codes listed below		
Applicant					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/enby	<input type="checkbox"/> Yes <input type="checkbox"/> No			
2					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/enby	<input type="checkbox"/> Yes <input type="checkbox"/> No			
3					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/enby	<input type="checkbox"/> Yes <input type="checkbox"/> No			
4					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/enby	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/enby	<input type="checkbox"/> Yes <input type="checkbox"/> No			
6					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/enby	<input type="checkbox"/> Yes <input type="checkbox"/> No			
7					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/enby	<input type="checkbox"/> Yes <input type="checkbox"/> No			
8					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/enby	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Race Codes</b>					<b>Ethnicity Codes</b>			<b>Military Status Codes</b>			
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					H - Hispanic, Latino, or Spanish origins; N - Not Hispanic, Latino, or Spanish origins			A - Active-duty military V - Veteran N - No affiliation			
Part V: Certification											
<p><b>Disclaimer:</b> By typing my name, I intend to sign this statement and understand that signing and submitting this statement through electronic signature is the legal equivalent as my handwritten signature. I certify under the penalties for perjury and fraud that the information, upon reasonable investigation, provided in this application is correct and true to the best of my knowledge and belief. I understand that I may be required to verify these statements and hereby give my consent to the State of Indiana, including the Indiana Housing and Community Development Authority (the "State of Indiana"), and the agency from which I am requesting assistance to contact 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 certify that I am currently a resident of Indiana, I have been a resident of Indiana for at least thirty (30) days, and I am an applicant for the Energy Assistance and/or Weatherization Assistance Program(s) (the "Program"). I certify that all members of my household are United States citizens, United States nationals, or qualified non-citizens under 8 U.S.C §1641(b) and are eligible to receive federal taxpayer-funded benefits except as identified in this application. I acknowledge any services or materials provided to my household will be a gift without consideration or payment by me.. I also understand that the State of 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 Indiana may use information provided on this form to see if I qualify for any other assistance programs. 4/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 fail to comply with the Program, 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. I understand that I am solely responsible for providing my correct contact information to the State of Indiana or the agency from which I am requesting assistance and for checking my voicemail, e-mail, SMS/MMS messages, or physical mailbox for communication and notifications regarding the Program. Energy Assistance Program benefits are provided without regard to race, color, national origin, religion, sex, disability, age, ancestry, familial status, or status as a veteran.</p> <p><b>Energy Assistance Program benefits are provided without regard to race, color, national origin, religion, sex, disability, age, ancestry, familial status, or status as a veteran.</b></p>											
<b>Signature of applicant (required)</b>								<b>Date (required)</b>			

**ENERGY ASSISTANCE PROGRAM UTILITY AFFIDAVIT**

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

Applicant's Name: _____ Date: _____						
Address: _____ City/State/Zip: _____						
<b>Utility in non-household member's name (Check all that apply):</b>  <input type="checkbox"/> Electric <input type="checkbox"/> Heating						
<b>Name and <u>current</u> address of person listed on utility bill(s):</b> Name: _____ Address: _____ City/State/Zip: _____						
<b>Relationship of the individual on the above-indicated utility bill(s) to the household member (check one):</b>  <table style="width: 100%; border: none;"><tr><td style="width: 50%;"><input type="checkbox"/> Spouse or significant other</td><td style="width: 50%;"><input type="checkbox"/> Landlord</td></tr><tr><td><input type="checkbox"/> Parent</td><td><input type="checkbox"/> Deceased family member</td></tr><tr><td><input type="checkbox"/> Child</td><td><input type="checkbox"/> Other: _____</td></tr></table>	<input type="checkbox"/> Spouse or significant other	<input type="checkbox"/> Landlord	<input type="checkbox"/> Parent	<input type="checkbox"/> Deceased family member	<input type="checkbox"/> Child	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Spouse or significant other	<input type="checkbox"/> Landlord					
<input type="checkbox"/> Parent	<input type="checkbox"/> Deceased family member					
<input type="checkbox"/> Child	<input type="checkbox"/> Other: _____					
Please explain barriers to placing the above utility/utilities in the name of a current household member: _____ _____ _____						
<b>Certification Statement</b>						
I hereby certify that the person (or persons) listed on the utility (or utilities) listed above is not a resident of this household and is not making financial contributions toward the overall household income. I also certify that I have received consent from the above-named account holder to release or allow to be released utility data and information for the purposes of eligibility determination and reporting.  I understand that falsifying this information may result in disqualifying my household for IHCD-administered assistance program benefits or require my household to reimburse the agency for any benefits paid on behalf of this household.						
Signature of Head of Household: _____ Date: _____						

### Request for Earnings Information

Applicant name:			Application date:
Address:			Phone:
City:	State: <b>IN</b>	Zip:	Employer:

I hereby authorize my employer to release the information below to the requesting agency.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

#### To be Completed by Employer ONLY

Has the applicant listed above been in your employ as a full-time employee, part-time employee, or contractor <b>within the most immediate three months preceding the above application date?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		Start date: ____/____/____
Is the applicant listed above still an active employee/contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, type of termination? <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Layoff	Date of separation: ____/____/____
Employee's base pay rate/salary:	Average hours per pay period:	Pay frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Other: _____
<b>Gross wages for 3 months preceding application date:</b>	<b>Tips received for 3 months preceding application date:</b>	<b>Bonuses received for 3 months preceding application date:</b>

#### All Contact Information for employer REQUIRED

Printed name of individual completing form:	Job title of individual completing form:
Signature of individual completing form:	Date:
Business telephone:	Business e-mail:

**Please return this completed form to the requesting agency:** \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ or Fax number: \_\_\_\_\_

**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.

\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
May 2024	June 2024	July 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025

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.

<input type="checkbox"/> Check here if all below needs were met by income of a parent/spouse/partner/roommate in the household			
<b>Rent/Mortgage</b>	<b>Utilities</b>	<b>Food</b>	<b>Other Household Expenses (hygiene/personal care, medical needs, cleaning, etc.)</b>
<input type="checkbox"/> Housing Support/voucher <input type="checkbox"/> Assistance program: _____ <input type="checkbox"/> Have not paid/am behind <input type="checkbox"/> Family/friend paid for me <input type="checkbox"/> Family/friend gave me money: *Amount: \$ _____	<input type="checkbox"/> Included in rent <input type="checkbox"/> Assistance program: _____ <input type="checkbox"/> Have not paid/am behind <input type="checkbox"/> Family/friend paid for me <input type="checkbox"/> Family/friend gave me money: *Amount: \$ _____	<input type="checkbox"/> SNAP/WIC benefits <input type="checkbox"/> Food bank/food pantry <input type="checkbox"/> Assistance program: _____ <input type="checkbox"/> Family/friend paid for me <input type="checkbox"/> Family/friend gave me money: *Amount: \$ _____	<input type="checkbox"/> Assistance program: _____ <input type="checkbox"/> Family/friend paid for me <input type="checkbox"/> Family/friend gave me money: *Amount: \$ _____

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



## 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)

Applicant Name:	Date:
Address (including apartment/lot number):	Phone:
City:	State: <b>IN</b> Zip Code:

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

Electric costs are (check one):	Heating costs are (check one):	Primary installed heating source (check one):
<input type="checkbox"/> Responsibility of the landlord, included in the tenant's monthly rent payment. <input type="checkbox"/> Responsibility of the tenant, but in the landlord's name <input type="checkbox"/> Responsibility of the tenant <input type="checkbox"/> Paid to the landlord but not included in rent (Amount: \$ _____)	<input type="checkbox"/> Responsibility of the landlord, included in the tenant's monthly rent payment. <input type="checkbox"/> Responsibility of the tenant, but in the landlord's name <input type="checkbox"/> Responsibility of the tenant <input type="checkbox"/> Paid to the landlord but not included in rent (Amount: \$ _____)	<input type="checkbox"/> Electric furnace <input type="checkbox"/> Electric baseboard <input type="checkbox"/> Electric wall unit <input type="checkbox"/> Natural gas furnace <input type="checkbox"/> Liquid propane furnace <input type="checkbox"/> Fuel oil furnace <input type="checkbox"/> Wood-burning stove <input type="checkbox"/> Pellet Stove <input type="checkbox"/> Other: _____

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>I grant IHCD permission to obtain utility information on account status, energy cost and consumptions data on this property for the purpose of data consumption tracking.</i>	
Landlord or authorized designee name:	Landlord or authorized designee signature:
Address:	Date:
City:	Phone:
State:                      Zip Code:	Email:



Application Key: \_\_\_\_\_

### 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 (**check 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: \_\_\_\_\_

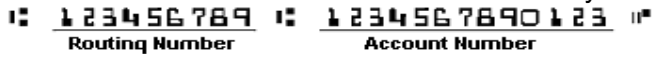
Financial Institution: \_\_\_\_\_

Financial Institution Routing Number: **(must be nine digits)**

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

Checking/Savings Account Number: \_\_\_\_\_

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



- I would like to receive my direct EAP benefit payment as a check mailed to my primary residence or mailing address. **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 ("IHCDA") 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 IHCDA is notified by an authorized individual in writing to cancel it in such time as to afford IHCDA 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 IHCDA contained herein.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**PY 2025 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.
- 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 in any of these roles.
- 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 or lead to a denial.
- If you do not have an alternate mailing address from your home address, please leave that field blank.

**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 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.

**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. We require full Social Security Numbers for all members of the household.
- **If there are more than eight persons in your household 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, and Military status for each household member.

**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 IHCD.**
- 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):

**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.

2. **Current, complete bills** for your electric, heating, and water/wastewater 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.