

FACT SHEET

Energy Assistance - LIHEAP

(Low Income Home Energy Assistance Program)



Your application cannot be processed without all the following required information:

- **Social Security cards** for all household members. For information regarding Social Security Cards, contact Social Security Administration at 455 SW 5th Street, Suite F, or call toll free at 1-866-331-5408.
- **Birth dates** for all household members.
- Your household's most recent **utility bill** and most recent phone bill (for the Lifeline Program).
- **If you rent**, you will be required to provide the *name, address, and phone number of your landlord, apartment complex, and the amount of rent paid*.
- **If you rent, and all utilities are included in your rent**, you must have a completed *Landlord or Facility Manager's Statement* (available at Des Moines Community Action Agency).
- **If your rent is subsidized and heat is included in your rent, you are not eligible for this program.**
- Proof of **gross income** for all household members, **19 years of age and older**, is required. Your household may choose to prove your income for the **past 30 days, past 90 days, past 12 months. Acceptable forms of income include:** 2010 or 2011 Federal Income Tax 1040 form with W2's attached and verification of filing **or** recent pay stubs in continuous order (household verification sources must cover the same time frame).
 - a. **If you do not have your pay stubs** get a statement of your gross income for the past 30 days from your employer or a completed *Income Verification Release Form* available at Des Moines Community Action Agency.
 - b. If anyone in your household receives **FIP, Social Security, SSI, or VA Benefits**, you will need a copy of a recent check **or** the current award letter **or** a copy of the most recent bank statement with the source and amount of deposit.
 - c. If you receive **Child Support**, you need to provide documentation of the amount: a printout by accessing <https://childsupport.dhs.state.ia.us> with the social security number of either parent and case number; a statement from Child Support Payment located in the Polk County Courthouse at 5th & Mulberry, Room 103 or Child Support Recovery located at 525 SW 5th St., Suite H; or a copy of the court order.
 - d. If any member of your household 19 years of age or older is or has had **periods of unemployment or no income** in the income verification period:
 - You must bring the current **unemployment approval/denial letter** from Iowa Workforce Development (IWD), located at 430 E. Grand Avenue, or 13 week printout from IWD (available Thursday's only).
 - You will also need a signed *Verification of Minimal Income* form, for each unemployed individual, available at Des Moines Community Action Agency.
 - e. If your household has had **no income** in the verification period you must complete and have signed a third party declaration of how you pay your household expenses
 - f. If you are employed at a **Temp. Agency or as a Day Laborer**, you will need to bring a 30 day employment printout from your employer that lists gross income or periods of unemployment.

Applications accepted November 1, 2011 through April 30, 2012

Applications will be accepted beginning October 1, 2010 for Senior or Disabled Households

Income Guidelines for the 2011-2012 Energy Assistance program:

150% Federal Poverty	Household Size	3 Month	Annual
	1	\$4,084	\$16,335
	2	\$5,516	\$22,065
	3	\$6,949	\$27,795
	4	\$8,381	\$33,525
	5	\$9,814	\$39,255
For each additional member add: \$1,433/3 Month • \$5,730/Annually			

Households who are over LIHEAP regular income guidelines may be eligible for LIHEAP benefits through our medical waiver component. Medical expenses must be documented, paid and non-reimbursable.

Frequently Asked Questions

Q. Will I receive this money each month?

A. No. This is only a one-time payment.

Q. Does the account have to be listed in my name?

A. No. The account can be in anyone's name, but you must reside at that address. Putting a utility in a minor child's name may result in difficulty for you and later for the child.

Q. My child is 19 and still in high school. Do I need their income to apply for Energy Assistance?

A. Yes. All individuals in the household, 19 years of age or older must verify their income. If they are not working, they will need to fill out a Verification of Minimal Income form available at your nearest site office.

Q. How many check stubs do I need to bring in?

Income Verification Requirements			
Payment Method	30 days	90 days	12 months
Weekly	4 check stubs	10 check stubs	2010 or 2011 Federal Income Tax 1040 & W2's (include verification of filing)
Bi-monthly	2 check stubs	7 check stubs	
Every two weeks	2 check stubs	6 check stubs	
You must provide the most current pay stubs in continuous order			

Q. Do I need to notify anyone if I move after I apply for Energy Assistance?

A. Yes, you need to contact the office where you applied within 45 days of applying.

Q. If my heat is included in my rent do I need to bring a rent receipt?

A. Yes. We will need a current rent receipt to verify how much rent is paid and the completed Landlord and Facility Manager's Statement

Q. I live in subsidized housing (Section 8 or other), can I receive Energy Assistance?

A. Only if you pay for your heat yourself. If your heat is included in your rent, you are not eligible.

Apply at Des Moines Community Action Agency

1618 6th Avenue ♦ (515)248-6216

Business Hours

Monday	Tuesday	Wednesday	Thursday	Friday
8-5	8-7	8-5	8-7	8-5

If you live outside of the Des Moines City limits, you may apply at the following locations:

RRACAP Polk County Center
406 SW School St, Rm 305
Ankeny • 965-0433

RRACAP Warren County Center
1009 South Jefferson St, Suite 1
Indianola • 961-2543

West Des Moines Human Services
318-5th Street
West Des Moines • 222-3660