



Our records indicate that you received Energy Assistance (EAP) benefits during 2015-2016 season. In order to apply for Energy Assistance benefits for the 2016-2017 program year, **ALL** of the following documents must be completed and sent in the enclosed self-addressed envelope. INDYEAP, P.O. Box 88429, Indianapolis, IN 46208

Applications can also be dropped off **Beginning October 17, 2016 Monday – Friday 9:00 a.m. – 4:00 p.m.** at:
Martin Luther King Community Center
40 W. 40th Street
Indianapolis, IN 46208

CONTINUE TO PAY YOUR UTILITY BILLS. Applications may take up to 60 days to process and approval is not guaranteed. If your services are disconnected or scheduled for disconnection, you may seek assistance starting October 17, 2016 by calling 2-1-1 to schedule an appointment beginning November 1, 2016.

USE THE CHECK LIST BELOW TO MAKE SURE YOU HAVE INCLUDED ALL THE NECESSARY DOCUMENTS TO PROCESS YOUR APPLICATION AND PREVENT DELAYS

- Complete **ALL** sections of the Energy Assistance Application, sign and date.
- Complete the Energy Savings Survey form after reading the *Citizens Energy Group Energy Savers Guide*. The pamphlet is yours to keep!!!
- Complete **Top Section of the DWD (Indiana Workforce Development) Release of Information Form.**
 - o Any household member age 18 or older **MUST** fill out a DWD Release form regardless of source of income for the past 12 months. If more than one Department of Workforce Development form is needed, please make copies. **All household members 18 or older are required to fill out the DWD Release Form.**
- Copies of **ALL INCOME** received within the last 12 months for **EVERY** household member age 18 and older.
 - o Any household member age 18 or older that received Social Security, SSI, SSDI, Pension or Retirement income must submit an award letter **OR** a copy of a bank statement clearly showing the deposit amount. **All benefit award letters and bank statements must have the household members name printed on the document.**
 - o Any household member age 18 or older that was continually employed during the last 12 months **must** submit the most recent pay stub from **each** employer.
 - o Any household member age 18 or older who has had **ANY gaps in employment** within the last 12 months must fill out a **Zero Income Affidavit**. **Note:** If you have had gaps in employment in the last 12 months, but are currently employed, you must still submit a Zero Income Affidavit for any time spent not working **AND** provide your most recent check stub. **All household members age 18 or older attending High School or College must submit a full-time class schedule or grade report from the school.**
- Copies of **Social Security cards** for everyone in the household age 1 and older. Birth certificate or Letter of Birth Record on Hospital Letterhead for those under one year without Social Security card
- Copies of a **photo ID** for everyone in the household age 18 and older.
- Copies of your most recent utility bill for **heat & electric**. Also include Citizens water if you have one.
- Copy of your **ENTIRE current** lease agreement (**Renters Only**)
 - o All lease agreements should be **current**. **All household members, including children, must be listed on the lease by name or number of each.** The current address should be clearly printed. It should show who is responsible to pay the utilities. The lease must be **signed by both the renter and landlord**
 - o If you are unable to produce a lease, or the lease is missing any of the required information listed above, please have your landlord complete and sign the enclosed **Landlord Affidavit**.

Visit indyep.org
to learn more.