

LIHEAP APPLICATION INSTRUCTIONS

Please complete the attached Energy Intake Form, Account Holder Authorization Consent Form (CSD081) and Client Education Form (CSD321).

Drop off or Mail back to: **CAPK Energy Program 300 19th St. Bakersfield, CA 93301**

Open: Monday – Friday, from 8:00 a.m. to 4:00 p.m. (Except holidays)

Completing an application is not a guarantee for assistance. You do not have to be past due to be eligible for services. However, you must continue paying on your utility bill or contact your utility service provider to set up payment arrangements to prevent disconnection. Utility Assistance can only be paid once in a twelve-month period.

ENERGY BILL	HOUSEHOLD INCOME
<p><input type="checkbox"/> <u>ELECTRIC AND/OR NATURAL GAS BILL:</u> All energy bills must have at least 22 billing days. If you have separate natural gas and electric companies, you must provide BOTH utility bills.</p> <p>PG&E, SoCal Gas, or SoCal Edison</p> <ul style="list-style-type: none"> • Current bill (all pages) and if applicable include 15 Day Notice, 48-hour Notice, or Shut Off <p><input type="checkbox"/> <u>PROPANE:</u></p> <ul style="list-style-type: none"> • Must get estimate or provide current receipt from propane, wood, or oil provider. <p><input type="checkbox"/> <u>UNACCEPTABLE BILLS:</u></p> <ul style="list-style-type: none"> • Incomplete, Altered, or Outdated bill • Bill with deposit only • Account in Collections • Closing bill • Commercial bill 	<p><u>ALL HOUSEHOLD INCOME MUST BE CURRENT (within the last 30 days) AND CONSECUTIVE:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Cash Aid/Cal Fresh – Verification of Benefits <input type="checkbox"/> SSI/SSP/SSA/SSDI–Current Year Award letter <input type="checkbox"/> Employment - Check stubs (Weekly= 4; Bi-weekly= 2) <input type="checkbox"/> Pension/Retirement - Monthly statement showing gross income or current year lifetime award letter (Bank Statement not acceptable) <input type="checkbox"/> Veterans Benefits – Current Monthly Benefit Letter <input type="checkbox"/> EDD Income (Name MUST be on ALL Documents) <ul style="list-style-type: none"> • (Unemployment Insurance) – Check stubs or Online documents MUST include Profile Page, Payment Activity, and 4 weeks of Transaction Details • (SDI) Income (Paid Family Leave, Temporary Disability Insurance) – Check stubs or Claim Activity with the Activity Record <input type="checkbox"/> Child Support – Printout <input type="checkbox"/> Workers’ Compensation - Check stubs <input type="checkbox"/> Financial Aid (college student) - Current award letter <input type="checkbox"/> Self-Employed – Signed and dated current 1040 tax form with all pages of Schedule 1 and Schedule C/C-EZ or E (Profit/Loss Statement) or ledger within the last 30 days <p><u>Other or No Income:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> “Certification of Income and Expenses” (CSD 43B) with supporting documents (Household claiming “Zero Income” must provide a completed form for each individual 18 years and older) <p style="text-align: center;">**Attention: Other documents not listed may be required**</p>
SOCIAL SECURITY CARD	ADDITIONAL FORMS
<p><input type="checkbox"/> Social Security card for applicant must be provided (valid with no restrictions).</p>	<p>If additional forms are needed, please print from our website at: energy.capk.org</p>
IDENTIFICATION	ADDITIONAL INFORMATION
<p><input type="checkbox"/> California I.D or valid US I.D must be provided for applicant.</p>	<p>Fax your application to: (661) 336-5263 Email your application to: heapoffice@capk.org</p>
<ul style="list-style-type: none"> • Due to the high volume of applications, it could take up to several months to process your application. • If assistance can be provided you will be notified by U.S. Mail. Please be aware that once your application is complete the process can take up to 8-10 weeks for the state to credit your utility account. • Once we have received your application you will be notified if your application was approved or incomplete. • Applications missing documents will be considered incomplete and will delay the processing time. 	