

LIHWAP APPLICATION INSTRUCTIONS

Please complete the attached LIHWAP Intake Form (CSD 41)
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 must continue paying on your water bill or contact your water service provider to set up payment arrangements to prevent disconnection.

ENERGY BILL	HOUSEHOLD INCOME
<p><input type="checkbox"/> WATER BILL: All pages of water bill*</p> <p>*Disclaimer: Your water service company may not be on our list for assistance. The State may be able to add your water service company if they choose to be a vendor in our water assistance program.</p>	<p><u>ALL HOUSEHOLD INCOME MUST BE CURRENT (within the last 30 days) AND CONSECUTIVE:</u></p> <p><input type="checkbox"/> Cash Aid/Cal Fresh – Verification of Benefits</p> <p><input type="checkbox"/> SSI/SSP/SSA/SSDI–Current Year Award letter</p> <p><input type="checkbox"/> Employment - Check stubs (Weekly= 4; Bi-weekly= 2)</p> <p><input type="checkbox"/> Pension/Retirement - Monthly statement showing gross income or current year lifetime award letter (Bank Statement not acceptable)</p> <p><input type="checkbox"/> Veterans Benefits – Current Monthly Benefit Letter</p> <p><input type="checkbox"/> EDD Income (Name MUST be on ALL Documents)</p> <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 <p><input type="checkbox"/> Child Support – Printout</p> <p><input type="checkbox"/> Workers’ Compensation - Check stubs</p> <p><input type="checkbox"/> Financial Aid (college student) - Current award letter</p> <p><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> <p><u>Other or No Income:</u></p> <p><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> <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><i>If additional forms are needed, please print from our website at: energy.capk.org</i></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</p> <p>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 water service 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. 	