Energy Assistance Program (EAP) 2024-2025

November 1, 2024 through April 14, 2025

Good Samaritan Network is the contact for Hamilton County. Please drop off or mail EAP Applications and/or to contact GSN:

GSN Client Assistance Office North Bldg

13053 Parkside Dr Fishers, IN 46038 317-842-2603 x 205 eap@gsnlive.org

Application for household not in disconnect will be processed on a first received basis. Please allow 55 days for processing.

Disconnects

If you have a disconnect notice or your utility is already off, or if you are nearly out of fuel, please write this on your application or call 317-842-2603 X 205 to advise us of your current crisis situation.

PLEASE READ INSTRUCTIONS BELOW:

- If you have already submitted your application once this season, please do not resubmit or send another application via US mail, email, or fax. Faxed documents are typically too dark/blurred to read.
- If you heat with gas, both your gas bill and electric bill are required to accompany your application when it is submitted.
- You do not have to be in disconnect to apply.
- Metered utilities with a credit balance greater than \$250 will not receive a benefit.
- Applications cannot be processed until all documentation is provided to us.
- SEE ATTACHED CHECKLIST OF ITEMS TO RETURN WITH THE APPLICATION.



APPLICATION PACKET CHECKLIST



Use this checklist to make sure your application is ready for processing when it's submitted.

	Complete the application pages (ALL SECTIONS/QUESTIONS. The applicant (age 18 or older) must sign the application. If a Power of Attorney signs the application, POA paperwork is needed.
	All required questions answered? All required questions answered? *Is the primary heating box - Is it working marked?
SUBN	MIT THE APPLICATION WITH THE FOLLOWING:
	Income documentation for ALL household members who are age 18 and older for the three previous months. (Examples: last check received, Social Security Benefit letter, pension statement, School Schedule for household member that is 18 and still in school, etc.).
	Income documentation provided may not be altered in any way. If no income, the Income Verification Affidavit included in this packet must be completed in FULL and signed by household member with 0 income.
	If renting, and one or both utilities are included in the monthly rent, the Landlord affidavit must be completed by the Landlord. This form is available for download at https://www.areaivagency.org/eap/
	Copies of CURRENT utility bills. If heating with gas, BOTH your gas and electric bill are required. Must include ALL pages. If your utility bill is in the name of someone not living in the household, you must complete a Utility Affidavit. This includes a household member with a different last name (i.e. female head of household using a maiden or other name). This form is available for download at https://www.areaivagency.org/eap/
	Gas Electric Bulk Fuel Statement



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 to 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. <u>If you do not fully complete the information or provide good</u>
 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 IHCDA.
- 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):
 - 1. 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 <u>full and complete</u> billing statement!
- <u>Depending on household circumstances, additional documentation may be required</u>. 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 IHCDA.
- 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.

Indiana Energy Assistance Program Application

Program Year 2025

	Are	a IV Agency on Aging and		For Provi	der/Agency Use	Only	
		nunity Action Programs, Inc.	Date Received:				
AREA IV AGENCY	1 033	N 36 th Street, P.O. Box 4727	Application Numbe				
,		Lafayette, IN 47905		Appointmen	t ⊔ Outr	reach/Home Visit	
ihcda 00 €		(765) 447-7683	Household is d/c or				☐ Yes ☐ No
rectains all provided by the analysis of the spirit		www.areaivagency.org	Household has d/c				☐ Yes ☐ No
		eap@areaivagency.org	Household heat sou	rce is inoperal	ole:		☐ Yes ☐ No
If your utility	has be	een disconnected or is s	cheduled for d	isconnect	ion, or if yo	u are low o	out of
prepaid, bull	k delive	erable fuel, contact you	r local service	provider li	isted above	to request	a crisis
	appoi	ntment. If you need oth	ner emergency	options, p	olease call 2	-1-1.	
☐ Check here	e if you	ır electric or heating ut	ility is disconne	ected or so	heduled for	r disconnec	tion, or
	=	ou are low or out of bu					
Is any person i	n this l	household affiliated wit	th the above-na	amed age	ncy as: an e	mployee or	staff
member volu	nteer k	ooard member, or subc	ontractor. <i>or</i> re	lated to a	nv emplove	e. staff mer	nber.
•	•	·	· —				
-		mber, or subcontractor		-			
grandchild, sib	ling, sp	pouse, aunt, uncle, nied	ce, nephew, pai	rent-in-lav	v, child-in-la	aw, sibling-i	n-law,
grandparent-ir	n-law, d	or grandchild-in-law.					
□ No		\square Yes (Please identify	member and r	elationshi	p):		
		Part I: C	Contact Informa	ntion			
Applicant Name	e		Last 4 Dig	gits of SSN	County		
			ххх-хх-				
Physical Addres	s (Inclu	de Apartment/Lot/Traile	r Number, if app	olicable)	City	State	Zip
						IN	
If you have a PC	D Box o	r an alternative mailing a	ddress, please li	st below. C	Otherwise, pl	lease leave b	lank.
Please provid	e <u>at lea</u>	st one form of contact in	formation. Failu	re to provi	de accurate d	contact infor	mation
may delay apı	plicatio	n processing. It is your re	sponsibility to m	nonitor vou	ır e-mail, po	stal mail, voi	cemail,
, , , , ,		messages concerning yo	•				
		•					
respond in a	timely	manner to requests for a			ocumentatio	n will result	in the
Tolombana Ni	har	Mobile Phone Carrier	of your applicati	E-mail A	ddracc		
Telephone Num	iner	wiodile Prione Carrier		E-man A	uuiess		
☐ Landline ☐ I	Mobile	\square I do not wish to receive	text notifications	☐ I do no	ot wish to rece	eive e-mail no	tifications

SEE REVERSE SIDE



Number:
Number:

	Part II: Home and	Utility Inform	mation	
Home Type (Please check one)		Utilities an	ıd Payn	nent
☐ Site-built single-family house				
🗆 Multi-unit (apartment, condo, dι	Flootricity \	Vandar		
☐ Mobile home		Electricity	venuor	
☐ Other:		Hoating Va	ndor	□ Included in rent
Home Ownership (Please check on	e)	neating ve	iluoi	Included in Tent
☐ Own ☐ Rent ☐ Other: _				
Primary Heating Source	Primary Heating	Fuel		Do you have a secondary heating
(Please check one)	(Please check on	e)		source installed?
☐ Furnace/Heat Pump				□ Ves □ No
☐ Baseboard/Wall Unit	☐ Electric ☐	Natural Gas	5	Lifes Lino
☐ Wood Stove	☐ Fuel Oil ☐	Wood/Pelle	ets	If was inlease describe:
☐ Other:	☐ Propane ☐	Other:		ii yes, piedse describe.
Is it working? ☐ Yes ☐ No				
The Weatherization program provide	des energy conserv	vation meas	ures	
to reduce the utility bills of eligible			☐ Yes ☐ No	
Would your Household be interested				program?
Part III: Income and Benefits				
Please indicate <u>all</u> types of income received by any member of the household in the <u>past three months</u> .				
Check all that apply.				
☐ Employment/wages (include curr				
Pension/Retirement (include awa		_		
☐ Social Security Retirement/ Disab	• • •			
Odd jobs/irregular income (include	•			·
U VA Disability/Pension (Include cu			ement)	
☐ No income (include completed In		•		
☐ Self-Employment (include most r				
☐ Unemployment Benefits (include	current Uplink sta			
Other:			t agenc	y for guidance on documentation)
Does any member of the household	d receive any of th	e	Has an	yone in the household paid child
assistance types listed below?				rt in the past three months?
Check all that apply.				
☐ SNAP (Food Stamps) ☐ SSI (Sup	•	Income)	□ No	
☐ TANF (Temporary Assistance for I	Needy Families)		Yes	(please submit proof of payments)

Please complete and sign page 4 – <u>Application is not valid without signature and date</u>.

Use blue or black ink <u>only</u> and be sure to fully complete <u>all</u> fields. Failure to fully complete the application may delay processing.

Application	Number:	

Part IV: Household Members											
List	all people resid	ling in the	housel	nold, including	g yourself.						
Check here and attach additional sheet if more than eight people are in household: \Box											
	Name and	First Name	M.I.	Full SSN	Citizen or Qualified Alien?	Date of Birth	Gender	Disabled?	Race		Military Status
										Use codes listed below	
Applicant					☐ Yes		☐ Male ☐ Female ☐ Other/	☐ Yes			
t					☐ Yes		enby Male	☐ Yes			
2					□ No		☐ Female ☐ Other/ enby	□ No			
3					☐ Yes		☐ Male ☐ Female	□ Yes			
3					□ No		☐ Other/ enby	□ No			
					☐ Yes		☐ Male ☐ Female	☐ Yes			
4					□ No		☐ Other/ enby	□ No			
-					☐ Yes		☐ Male ☐ Female	☐ Yes			
5					□ No		☐ Other/ enby	□ No			
					☐ Yes		☐ Male ☐ Female	☐ Yes			
6					□ No			□ No			
_					☐ Yes		☐ Male ☐ Female	☐ Yes			
7					□ No		☐ Other/ enby	□ No			
					☐ Yes		☐ Male ☐ Female	☐ Yes			
8					□ No		☐ Other/ enby	□ No			
		Race Codes	5		E	thnicity Co	odes	Militar	y Stat	tus Co	odes
A - /	Asian; B – Black	or African	Ameri	can;	H – Hispan	ic, Latino,	or Spanish	A – Activ	o du+	V VVIII	itanı
I – A	merican Indian	or Alaska I	Native;	:	Origins			V - Veter		y: (VIIII	tai y
P-1	Native Hawaiian	or other Pac	ific Isla	nder; W –	N – Not Hispanic, Latino, or					ion	
				Spanish Origins N – No Affiliation							



Part V: Certification	
Disclaimer: By typing my name, I intend to sign this statement and understand that signir	ng and submitting this
statement through electronic signature is the legal equivalent as my handwritten signatu	re. I certify under the
penalties for perjury and fraud that the information, upon reasonable investigation, prov	ided in this application is
correct and true to the best of my knowledge and belief. I understand that I may be requi	ired to verify these
statements and hereby give my consent to the State of Indiana, including the Indiana Hou	using and Community
Development Authority (the "State of Indiana"), and the agency from which I am request	ing assistance to contact any
necessary persons to verify these statements. I certify that I am an adult residing in this h	ousehold and listed on this
application or have a legal power of attorney for an adult residing in this household and li	isted on this application. I
certify that I am currently a resident of Indiana, I have been a resident of Indiana for at le	ast 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 co	nsideration or payment by
me. I also understand that the State of I give permission to the State of Indiana and the approximation of the State of Indiana and Indiana an	gency 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 the information provided on this form to see if I	
assistance programs. I hereby release the State of Indiana, the Local Service Provider or o	ther entity from any liability
whatsoever resulting from delivery of these activities. I have received no expressed or im	
my receipt of these services. I also acknowledge that if I fail to comply with the Program,	
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 f	rom receiving Energy
Assistance and/or Weatherization Assistance and may be required to repay any assistance	
household has received based on any such noncompliance, misrepresentation, or omissic	
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 phy	sical 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.	
Signature of Applicant (required)	Date (required)

Application Number: _____

Application is not valid without signature and date.

Use blue or black ink only.

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.

lousehold	Member:		_ Application Ke	Key: Application Date:_				
Exection 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 July 2024 2024		Oct Nov 024 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Ap 202
ection 2: loonths. Yo	Please explain how bu must complete ck at least one iter	wages, self-employment, odd jobs, sang winnings, military pay, insurance pay you were able to pay the foll this section IN FULL if you in more ach category. If family	ayments, workers cor lowing expenses dicated ANY MO	npensation, un , if claiming ONTHS OF Z	zero incor	or strike benef me for <u>any</u> (ME in Secti	of the past	es.) 3 : k all th
	zero income being here if <u>all below n</u>	needs were met by income o	f a parent/spou	se/partner,	/roommat	e in the ho	usehold	
Rent/Mor	tgage	Utilities	Food				isehold Exp ersonal care, ning, etc.)	
☐ Housir	g Support/vouche	r 🔲 Included in rent	☐ SNAP/	WIC benefi	ts		nce progra	ım:
	nce program: not paid/am behind	☐ Assistance program:	☐ Assista	oank/food p ance progra		☐ Family/friend paid		
ŕ	/friend paid for me	E ☐ Family/friend paid for	me	//friend paid	d for me	me mo *Amou	ney:	
me me *Amo	,	☐ Family/friend gave me money: *Amount: \$	me m	//friend gav oney: ount: \$	e			
of the exect alsifies, contatement of ictitious, on that the informalities pelease of r	cutive, legislative, or nceals, or covers up or representation; or fraudulent statem formation provided ursuant to IC 35-43	1001, "Fraud and False Statem or judicial branch of the Gove to by any trick, scheme, or device or (3) makes or uses any false tent or entry; shall be fined uncillistrue and correct. I understa -5-3. I authorize state and fedurn for this purpose.	rnment of the U ce a material fact writing or docur der this title, and, and that by giving	nited States; (2) makes ment knowir for imprison g false inforred triffy any of	s, anyone vany matering the samed for not mation on	who knowin ally false, fice e to contain longer than this form I a	igly and will ctitious, or n any mater five (5) yea im subject t	Ifully: fraudule ially fals rs. I cert to crimin

Revised 2024.07.25



Application	Key:	

Energy Assistance Program Direct Benefit Payment Election Form

If I have elected to receive benefit payment by elected Indiana Housing and Community Development Authoridentified checking/savings accounts at the financial in adjustments for any transactions credited/debited in electron in the IHCDA is notified by an authorized individual in writing the financial institution a reasonable opportunity to account authority to execute this authorization and grant the right.	ority ("IHCDA") to init nstitution listed aboverror. This authority g to cancel it in such ct on it. In addition, l	tiate entries to the ve, and, if neces will remain in effort time as to affort I certify that I ha	ne above ssary, initiate fect until rd IHCDA and
modelinoid based on any misrepresentation of emiser	etronic funds tran	i <mark>sfer</mark> , I hereby a	alle a trace of
I hereby certify that the information provided above is quired to verify these statements and hereby give my assistance to make contact with any necessary persofalsifying this information may result in disqualifying menefits or require my household to reimburse the aghousehold based on any misrepresentation or omission.	consent to the ager ons to verify these st ny household for En ency for any benefit	ncy from which l tatements. I und ergy Assistance	am requesting erstand that Program
□ I would like to receive my direct EAP benefit payn mailing address. I understand that this may take further delays if I have provided an incorrect address If you do not return this form with your application.	e up to 150 days to ess, if I move, or du	o receive, and is e to USPS oper	s subject to ations.
Checking/Savings Account Number: These numbers are located on the bottom of your 1. 123456789 1. 1234567890123		-	
Financial Institution Routing Number: (must be nine digits)			
Financial Institution:		_	
☐ Checking Account ☐ Savings Account A	Account holder name	e:	
□ I would like to receive my direct EAP benefit payn deposit). I understand that this may take up to delays if I have provided inaccurate banking information.	120 days to receive	e, and is subjec	t to further
☐ I would like to waive my direct EAP be electricity/heating (circle one) utility, which I pay paid to my vendor within sixty (60) days and I will	separately. I unders	stand that the ful	
Please choose a fulfillment option below for your opayment. Please check one.	direct Energy Assis	stance Program	(EAP) benefit



Area IV Agency Program Referral Form

I would like to be referred to the following Area IV Programs:
Housing Choice Voucher Program
 Provides rental housing assistance to low-income individuals and families. Participants find housing to fit their specific needs/desires in the open rental market. This can include a family home, apartment, duplex, or a mobile home. This program is available in the counties of Carroll, Clinton, White, and Tippecanoe (excludes 5-mile radius of Lafayette and West Lafayette).
Weatherization
 Provides energy audits of owner-occupied homes in order to help the occupant conserve energy and save money. Energy audits are performed to determine needs and include health and safety measures, general heat waste reduction activities, client education, evaluation, repair and possible replacement of furnace, water heaters and cook stoves, sealing air leaks, and insulating Eligible participants must be at or below 200% of the federal poverty level (FPL).
Other Program
Description of need:
Name:
Address:
Phone Number: