



Great Northern Corporation (GNC)

780 S. Davis Avenue
P.O. Box 20
Weed, CA 96094
(530) 938-4115
Fax (530) 938-1040
www.gncCorp.org

Home Energy Assistance Program and Weatherization

Instructions-Keep for Your Records

Include all necessary supporting documentation dated within 30 days of the date you submit your application. An incomplete application will delay assistance and may prevent you from receiving assistance. Assistance is based on a state of California mandated point system which is not on a first come first serve basis.

- Use only **blue** or **black ink**.
- Please cross out mistakes and initial the change. Do **NOT** use white out.

Helpful documents included in this packet

- **Monthly Budget Planning Guide:** This guide is to help you plan your monthly budget so you are able to meet each of your household needs. Keep this for your records.
- **2013 Fact Sheet Energy Assistance Program:** Please read thoroughly. If your household is over income for the program for the last 30 days, we cannot assist you. However if the household income changes during the year, please apply then.
- **Energy Education Pamphlet:** Please read. It contains useful information on how to reduce your energy costs and heating bills. The "Education Pamphlet Receipt" form in the application packet must be signed and returned as well as proof that you have received and read the pamphlet.

The following supporting documentation MUST BE INCLUDED with your application packet or processing may not occur:

- **Income:** Provide copies of all income verification for everyone in the household who is over the age of 18. All verification must be dated within 30 days of submitting the application and it must reflect a full consecutive month. Each person over 18 years of age without an income needs to complete and sign the SURVEY OF INCOME AND EXPENSES – CSD43B. High School students are excluded.
- **Pacific Power Bill:** Provide a copy of all pages of the household's most recent electric bill. It cannot be a "final or closing bill" and there needs to be at least 22 days or more in the billing cycle, appears as "elapsed days" on your Pacific Power bill.
- **Fuel/Propane Bills:** Provide copies of all other current energy bills dated within the last 30 days for propane, heating oil and/or kerosene. If your bill is older than 30 days, you will need to obtain an estimate from your provider, dated within the last 30 days. If you are providing a bill, it must show date, address, amount and total cost of delivery. Provide this information even if not requesting assistance with fuel as it reflects your total energy costs and energy burden.



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Examples of Proof of Income-Keep for Your Records

Proof of income is required for everyone in the household who is over 18 and not a high school student.

- **SSA/SSI/SSP/SSDI**: 2013 Annual Award Letter from Social Security, bank statements reflecting direct deposit amounts or checks dated within the last 30 days.
- **TANF**: (Temporary Assistance for Needy Families): Please provide a Passport to Services dated within the last 30 days. If you are only receiving food stamps, please provide this information as documentation that you are not receiving any other income or county aid. Adults listed in the household but are not the “Case Name” need to provide “Survey of Income and Expenses” if they do not have any other income.
- **Pension/Annuities**: 2013 annual statements, bank statements reflecting direct deposits or checks dated within the last 30 days from each pension plan.
- **Wages/Paychecks**: Copies of all check stubs/receipts dated within the last 30 days, reflecting a FULL CONSECUTIVE MONTH of pay for the last 30 days worked. Be sure that the dates are in chronological order and that there are no gaps between pay periods or missing stubs/receipts. If there was a gap in work with no pay, please attach a brief explanation.
- **Unemployment Benefits**: Copies of EDD documentation reflecting a FULL CONSECUTIVE month dated within the last 30 days.
- **Self-Employment/Odd Jobs**: All household members who are self-employed and/or perform odd jobs within the last 30 days, they will need to complete, sign and date a “Self-Certification of Household Income Verification”. This certifies the actual amount they have earned and received for the last 30 days. Please call 530-938-4115 ext. 120 to request this form.
- **Child/Spousal Support**: Copies of checks, bank statements reflecting direct deposits or other documentation reflecting a FULL CONSECUTIVE MONTH dated within the last 30 days.
- **Worker’s Compensation**: Copies of recent check stubs or other documentation reflecting a FULL CONSECUTIVE MONTH for the last 30 days.
- **Other Income**: If any other forms of income are received that are not listed above, documentation can be provided on bank statements for direct deposits or checks dated within the last 30 days.



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Program Information-Keep for Your Records

The Home Energy Assistance Program (HEAP) is a federally funded program that is administered by the state of California to assist low-income or struggling households pay their energy bill. You can receive assistance one time each calendar year with your electricity, fuel oil, propane or firewood. To qualify you must be a Siskiyou County resident. Eligibility is based on the entire household's total monthly gross income.

Completing an application is not a guarantee for assistance. When funding is expended, payment assistance will not be available for the remainder of the calendar year. Applications are processed according to a state mandated point system and are not processed on a first come first serve basis.

It may take several months to process your application and another several months for payments to be posted to your account. You are always responsible for keeping your energy bills current and making payments to your fuel provider in a timely manner. Please do not wait until you have a shut-off notice or are without fuel or firewood to apply.

You will be notified by mail regarding eligibility status or assistance amount when your application has been processed.

Weatherization assistance is part of the same program to help qualifying households reduce their heating and energy costs by installing energy saving measures in a home. Indicate on the application if you would like weatherization services. There is a long waiting list for households that would like to be served and assistance is also based on a state mandated point system and not first come first serve basis.

Please submit the entire application by mail. Due to the volume of applications we receive, we are not available to assist walk-in customers.

Applications **must** be complete and accompanied by **all** required supporting documentation, dated within 30 days from the date you submit the application. An incomplete application will delay service or prevent you from receiving assistance.

For personal assistance in completing the application, you can contact your nearest family resource center or call 530-938-4115 ext. 120.



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Home Energy Assistance Program Energy and Weatherization Resource Information-Keep for Your Records

Pacific Power

CARE Program: Income-qualifying residential customers can receive a 20 percent discount on Pacific Power bills through the California Alternate Rates for Energy (CARE) program. Once your application is approved, we will send you a CARE application for Pacific Power. You can also contact Pacific Power and ask about their payment plans and/or enroll in their CARE program by phone 1-888-221-7070 or through their Website

<http://www.pacificpower.net/ya/wtp/fa/california/ccp.html>.

Siskiyou County Community Resource Centers

Each resource center has our application and can assist you with filling it out and sending it to us. In addition each center has a wide variety of other services.

- **Butte Valley Community Resource Center;** Dorris. 232 S. Oregon St. (530) 397-2273
- **Dunsmuir Community Resource Center;** Dunsmuir. www.kidsfactory.org 4103 Pine St. (530) 235-4005.
- **Happy Camp Family Resource Center;** Happy Camp. 38 Parkway Rd. (530) 493-5117.
- **McCloud Community Resource Center;** McCloud. www.mccloudcrc.org 304 W. Minnesota Ave. (530) 964-3250.
- **Mount Shasta Community Resource Center;** Mt. Shasta. 109 E. Lake St. (530) 926-1400.
- **Scott Valley Family Resource Center;** Fort Jones. 11920 Main St. (530) 468-2450.
- **HUB Communities Family Resource Center;** Montague. 310 S. 13th St. (530) 459-3481.
- **Tulelake/Newell Family Resource Center;** Tulelake. 810 Main St. (530) 667-2147.
- **Weed Community Resource Center;** Weed. 590 Main St. (530) 938-2426.
- **Yreka Community Resource Center;** Yreka. 201 S. Broadway. (530) 842-1313.



Solutions to improve lives
and enrich communities

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Home Energy Assistance Program Energy and Weatherization Monthly Budget Planning Guide-Keep for Your Records

Below is a monthly budget sheet you can use to help plan what expenses you have to pay for every month. It is helpful to take the average costs of 12 months and set aside an amount each month so in the winter months you will be able to meet your heating cost needs.

Type of Income or Expense	Income
Income	
Paychecks, Cash from Odd Jobs	
SSI, SSA, Unemployment	
Pensions, Savings	
Other	
Income Subtotal	
Expenses	
Rent/Mortgage	
Electricity	
Propane	
Heating Oil	
Wood	
Telephone	
Medical	
Food	
Gasoline	
Car Insurance	
Entertainment/Other	
Expenses Subtotal	
Total (Subtract Expenses Subtotal from Income Subtotal)	



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State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
P.O. Box 1947, Sacramento, CA 95812-1947
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



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**2013 FACT SHEET
ENERGY ASSISTANCE PROGRAM**

HOME ENERGY ASSISTANCE PROGRAM (HEAP)

Established in 1981, HEAP is a federally funded program that helps low-income households pay their energy bill. Assistance is in the form of a dual or single party warrant or a direct payment to a utility company on behalf of an eligible applicant. Eligibility is based on the household's total monthly income, which cannot exceed the HEAP income guidelines listed below. Because of significant funding cuts, the federal government enacted a law requiring that states target households with low-incomes and high energy costs, taking into consideration households with elderly and disabled persons, and children under six. This means there could be households that received assistance in the past and will no longer receive assistance because they fall into a low priority group and are not considered among the neediest of the needy. The amount of assistance is based on the number of persons in the household, total gross household income, the cost of energy within the county the households resides, and funding availability. HEAP provides one payment per program year. The statewide maximum payment for program year 2013 is \$443, the minimum payment is \$121, and the average statewide payment is \$251.41. Under most circumstances, it takes approximately six weeks to process an application and pay the applicant. However, an incomplete/incorrect application will take additional time to process. Persons living in board-and-care facilities, nursing or convalescent homes, or in jail or prison, are not eligible for HEAP.

The local community services agencies are responsible for processing applications and the Department of Community Services and Development (CSD) is responsible for issuing HEAP payments. To find out how to apply for services, please call **530-938-4115**.

Utility companies throughout the state offer reduced rate programs. Customers should contact their utility company to find out if they offer such a program and to request an application.

WEATHERIZATION ASSISTANCE PROGRAM

Weatherization is the process of making your home more "air tight" and energy efficient. The goal is to keep the warm air in and the cold air out in the winter; and keep the cold air in and the warm air out in the summer. Weatherizing your home could help lower your energy usage and utility costs. Your home will be assessed to determine what weatherization work can be done. The most common types of weatherization include: sealing the holes and cracks, insulation, weather stripping, fixing windows, water heater blankets and making sure your heating and air condition systems are working correctly.

Free weatherization services are available to low income property owners and renters. Eligibility is based on the household's total monthly income, which cannot exceed the income guidelines listed below. To find out if you qualify, you must contact your local service provider. To find out how to apply for services, please call **530-938-4115 ext. 115**.

ASSISTANCE PROGRAM INCOME GUIDELINES (Rev.11/12)		
Size of Household	Monthly	Annual
1	\$2,025.33	\$24,304.00
2	\$2,648.50	\$31,782.00
3	\$3,271.66	\$39,260.00
4	\$3,894.83	\$46,738.00
5	\$4,518.00	\$54,216.00
6	\$5,141.16	\$61,694.00
7	\$5,258.00	\$63,096.00
8	\$5,374.83	\$64,498.00
9	\$5,491.75	\$65,901.00
10	\$5,608.58	\$67,303.00

NOTE: Income amounts for family sizes greater than six persons were determined based on the following calculation:
Add 3% to 132% for each additional family member, multiply the new percentage by \$46,738, and divide by 12.
Example: household size of 7: 132% + 3% = 135% x \$46,738 = \$63,096.00 / 12 = \$5,258.00 per month.

NO-COST ENERGY SAVING TIPS

Turn down your thermostat to 68 degrees or lower during the day and evening (health permitting) and to 55 degrees or off at night or when away from home. Wear layers of loose-fitting clothes to trap body heat, such as thermal underwear, sweaters, sweatshirts, sweatpants, and socks.

Set your water heater to the “normal” setting or 120°, unless your dishwasher requires a higher setting.

Open drapes to let the sun heat your home during the day and close them at night to help insulate.

Close off unused rooms and the vents that heat those rooms.

Keep warm-air registers, baseboard heaters, and radiators clean and make sure they're not blocked by furniture, carpeting, or drapes.

Move furniture around so you are sitting near interior walls instead of exterior walls and windows.

Close your fireplace damper tightly when not in use.

Take shorter showers.

Wash only full loads in your and clothes washer.

Use cold water when washing clothes.

LOW-COST ENERGY SAVING TIPS

Clean or replace furnace filters once a month.

Install weather-stripping or caulk to leaky doors and windows.

Install gaskets behind outlet covers.

Add plastic sheeting to your windows or purchase plastic window covering kits or interior storm window kits.

Install a programmable thermostat.

Install low flow showerheads and faucets.

Wrap your hot water tank with jacket insulation. Be sure to leave the air intake vent uncovered when insulating a gas water heater.

Insulate the water pipes leading from your hot water heater.



Energy Education Pamphlet
GNC (530) 938-4115 ext. 110

HEALTH & SAFETY TIPS

Adequate home heating is a necessity of life. The inability to heat your home adequately can put household members at risk. Health and safety risks include hypothermia and carbon monoxide poisoning and the increased possibility of fire.

You can prevent the loss of life and property by identifying potential hazards and following these safety tips:

Install smoke and carbon monoxide alarms in your home.

Provide proper venting systems for all heating equipment.

Never use your range or oven to heat your home or use a BBQ in your home or garage.

Place space heaters on level, hard and nonflammable surfaces, not on rugs or carpets.

Keep space heaters at least three feet from bedding, drapes, furniture, and other flammable materials.

Never leave a space heater on when you go to sleep or leave the area.

Watch children and pets closely in rooms with heating equipment.

Always use generators outdoors and away from doors, windows, and vents..



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