



## Community Action Partnership Hillsborough and Rockingham Counties

P. O. BOX 5040 MANCHESTER, NH 03108- 5040

### FUEL ASSISTANCE PROGRAM 2024-2025

This is an **EARLY REGISTRATION** for households that applied for Fuel Assistance last year. Eligibility is usually based on the household income for a 30-day period. Complete the application and send it back to us with accompanying documentation **before 4/30/2025**.

1. To apply by MAIL please do the following:

- **This application should be filled out completely and returned to us immediately through the mail.**
- **SIGN PAGE 3 OF THE APPLICATION.** We cannot process it without your signature.
- List everyone actually living in your home at the time that you fill out the form.
- Report all income for everyone in your household during the same 30-day period. **Please review the check list on page 3 of the application for what documentation we will require.**
- If you rent and your heat is included, send in the completed Landlord Verification Form. Your application will be denied for insufficient documentation if you are a renter and we do not have your completed form as this is a mandatory form for all renters with heat included.
- If you are behind on your rent or mortgage, please provide a statement from your landlord or mortgage company showing the amount you are behind.
- If you receive Food Stamps, send us a copy of your most recent award letter with all pages.
- Although the Fuel Assistance Program can only pay for permanently installed electric heat, you may still apply for The Electric Assistance Program for non-heating electricity needs.
- If there is a supplementary benefit this year, it can only go to your primary fuel vendor.
- **Please note:** We will be processing applications this summer before the official opening of the program. You may receive a letter, an email or a phone call asking you for additional information. We cannot process an application until we have all the necessary information and documentation per the program rules. Thank you for your cooperation.
- A secured drop box has been installed at all Resource Centers to make it easier to get documents to us.

2. To apply On-Line:

- Please visit [www.caphr.org/programs/energy-programs/low-income-home-energy](http://www.caphr.org/programs/energy-programs/low-income-home-energy) and print out the Program Year 25 Fuel Assistance application and return to CAPHR via mail, in person or the drop box located at each Resource Center.

#### **PLEASE READ!**

The level of federal funding for next winter's Fuel Assistance Program (FAP) may not be known for several months. You will not receive written notification of your eligibility until NH has received notification of available funds. You WILL receive written notification if your application is incomplete or your household has been denied for any reason. Please complete and submit your FAP application for the 2024-2025 heating season as soon as possible. COMPLETE applications that meet all FAP requirements will be certified as eligible. We cannot pay any bills until the program officially opens generally on December 1<sup>st</sup>, 2024.

### Resource Centers that are open from 8:30 to 4:30 Monday through Friday.

|                                       |                                |
|---------------------------------------|--------------------------------|
| 130 Silver Street in Manchester       | 603-647-4470 or 1-800-322-1073 |
| 134 Allds Street in Nashua            | 603-889-3440 or 1-877-211-0723 |
| 9 Vose Farm Rd in Peterborough        | 603-924-2243 or 1-877-757-7048 |
| 9 Crystal Avenue in Derry             | 603-965-3029 or 1-855-295-4105 |
| 55 Prescott Road in Raymond           | 603-895-2303 or 1-800-974-2303 |
| 146 Lafayette Road in Seabrook        | 603-474-3507 or 1-800-979-3507 |
| 4 Cutts Street Suite 1A in Portsmouth | 603-436-3896 or 1-800-639-3896 |
| 85 Stiles Rd, Suite 103 in Salem      | 603-893-9172 or 1-800-939-9172 |



# Fuel and Electric Assistance Program Application



Applying for assistance with:  Fuel (Heat)  Electric  
 Would you be interested in Weatherization Assistance?  Yes  No

Applications for Fuel Assistance accepted fall 2024 until April 30, 2025. Electric Assistance applications accepted year-round.

Office Use Only  
 Received Date Stamp

Applicant Name \_\_\_\_\_ Total Number of Household Members \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

### Housing

Housing Type  Single Family  Duplex  Multi (3+) family apt  Condo  Mobile Home  Room  
 Do you  Own or  Rent Monthly Rent or Mortgage Amount \$ \_\_\_\_\_  
 Lot rent or HOA/Condo Fee Monthly Amount \$ \_\_\_\_\_  
 # of Rooms in Home: Bedrooms \_\_\_ Kitchen/Dining \_\_\_ Living/Family \_\_\_ Other \_\_\_ Total rooms \_\_\_\_\_  
*Do not include bathrooms, closets/pantries, hallways, unheated attics/basements/porches, etc*  
 Check if either is true  My fuel tank is shared (# of units shared \_\_\_\_\_)  My rent is subsidized - I pay \$ \_\_\_\_\_/mo  
 Renters – check one  Heat Included  Electric Included  No utilities included

### Electric and Heat/Fuel

Electric Company \_\_\_\_\_ Account Number \_\_\_\_\_  
 Customer Name on Electric Bill \_\_\_\_\_  
 Primary Heat Type  Oil  Kerosene  Propane  Electric  
 Included in Rent  Natural Gas  Wood/Pellets  
 Secondary Heat  Oil  Kerosene  Propane  Electric *\*Do not include space heaters*  
 Natural Gas  Wood/Pellets  None  
 Heat/Fuel Provider \_\_\_\_\_ Account Number \_\_\_\_\_  
 How much fuel do you have currently? \_\_\_\_\_ (i.e. 2/3 tank of oil, 70% tank propane, 3 cords wood, etc)  
 Do you have a disconnect notice for your electric or gas service?  Yes  No  
 If heat is included with rent, are you facing eviction?  Yes  No  
*If yes to either of these two questions, please share date of disconnect/eviction \_\_\_\_\_ and copy of notice.*

Please return your application to CAPHR at P.O. Box 5040, Manchester NH 03108-5040. If you have any questions call us at (603)668-8010 or (800) 322-1073

**Please complete information below about all household members in past 30 days.**

| <i>More than 4 people?<br/>Use a second sheet.</i>   | <b>Household Member 1</b><br>Applicant  | <b>Household Member 2</b>   | <b>Household Member 3</b>   | <b>Household Member 4</b>   |
|--|---|---|---|---|
| <b>First + Last Name</b>   |   |   |   |   |
| <b>Social Security #</b>   |   |   |   |   |
| <b>Date of Birth</b>   |   |   |   |   |
| <b>Gender</b><br><i>Circle one per person</i>  | <i>Male Female</i><br>or _____  | <i>Male Female</i><br>or _____  | <i>Male Female</i><br>or _____  | <i>Male Female</i><br>or _____  |
| <b>Race</b><br><i>Check one per person</i>   | <input type="checkbox"/> Amer Indian/Alaskan<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Black/African American<br><input type="checkbox"/> Native Hawaii/Pacific<br><input type="checkbox"/> White<br><input type="checkbox"/> Multi-race (2+of above)<br><input type="checkbox"/> _____ | <input type="checkbox"/> Amer Indian/Alaskan<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Black/African American<br><input type="checkbox"/> Native Hawaii/Pacific<br><input type="checkbox"/> White<br><input type="checkbox"/> Multi-race (2+of above)<br><input type="checkbox"/> _____ | <input type="checkbox"/> Amer Indian/Alaskan<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Black/African American<br><input type="checkbox"/> Native Hawaii/Pacific<br><input type="checkbox"/> White<br><input type="checkbox"/> Multi-race (2+of above)<br><input type="checkbox"/> _____ | <input type="checkbox"/> Amer Indian/Alaskan<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Black/African American<br><input type="checkbox"/> Native Hawaii/Pacific<br><input type="checkbox"/> White<br><input type="checkbox"/> Multi-race (2+of above)<br><input type="checkbox"/> _____ |
| <b>Ethnicity</b><br><i>Check one per person</i>  | <input type="checkbox"/> Hispanic, Latino, or Spanish Origins<br><input type="checkbox"/> Non-Hispanic, Latino or Spanish Origins<br><input type="checkbox"/> Other/Unknown   | <input type="checkbox"/> Hispanic, Latino or Spanish Origins<br><input type="checkbox"/> Non-Hispanic, Latino or Spanish Origins<br><input type="checkbox"/> Other/Unknown  | <input type="checkbox"/> Hispanic, Latino or Spanish Origins<br><input type="checkbox"/> Non-Hispanic, Latino or Spanish Origins<br><input type="checkbox"/> Other/Unknown  | <input type="checkbox"/> Hispanic, Latino or Spanish Origins<br><input type="checkbox"/> Non-Hispanic, Latino or Spanish Origins<br><input type="checkbox"/> Other/Unknown  |
| <b>Full Time Student?</b>  | <i>If yes, what grade? _____</i>  | <i>If yes, what grade? _____</i>  | <i>If yes, what grade? _____</i>  | <i>If yes, what grade? _____</i>  |
| <b>Health Insurance?</b>   | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Please indicate which household members receive any of the following monthly or annual income sources.<br/>Documented proof of income will be required, please see list on page 3 for reference</b> |   |   |   |   |
| <b>Employed?</b><br><i>If yes, pay frequency?</i>  | <i>Y N</i><br><i>Weekly Biweekly Monthly</i>  | <i>Y N</i><br><i>Weekly Biweekly Monthly</i>  | <i>Y N</i><br><i>Weekly Biweekly Monthly</i>  | <i>Y N</i><br><i>Weekly Biweekly Monthly</i>  |
| <b>Self-Employed?</b><br><i>(incl farm, rent, side jobs)</i>   | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Receiving Social Security SSI/SSDI?</b>   | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Recently Unemployed?</b><br><i>(within last 60 days)</i>  | <i>Y N</i><br><i>If yes, last day worked _____</i>  | <i>Y N</i><br><i>If yes, last day worked _____</i>  | <i>Y N</i><br><i>If yes, last day worked _____</i>  | <i>Y N</i><br><i>If yes, last day worked _____</i>  |
| <b>Receiving or Applied for Unemployment?</b>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Worker's Comp, Short or Long Term Disability</b>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Receiving SNAP (food stamps)?</b>   | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Receiving DHHS Cash Assistance?</b><br><i>(FANF, APTD, FAP, OAA etc)</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Earning pension, annuity, interest or dividends?</b>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>IRA/401K Withdrawal within last 365 days?</b>   | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Receiving Child Support ?</b>   | <i>Y N</i><br><i>If yes, amount is \$ _____ per _____</i>   | <i>Y N</i><br><i>If yes, amount is \$ _____ per _____</i>   | <i>Y N</i><br><i>If yes, amount is \$ _____ per _____</i>   | <i>Y N</i><br><i>If yes, amount is \$ _____ per _____</i>   |
| <b>Paying Child Support?</b>   | <i>Y N</i><br><i>If yes, amount is \$ _____ per _____</i>   | <i>Y N</i><br><i>If yes, amount is \$ _____ per _____</i>   | <i>Y N</i><br><i>If yes, amount is \$ _____ per _____</i>   | <i>Y N</i><br><i>If yes, amount is \$ _____ per _____</i>   |
| <b>Receiving Alimony?</b>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Receiving VA Benefits?</b>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  | <i>Y N</i>  |
| <b>Any other income?</b>   |   |   |   |   |

**Release and Conditions:** I understand that this application is only a request for assistance. No assistance can be provided until the application is completed and approved. I understand that assistance is based on the availability of funds. I authorize the Fuel, Electric and Weatherization Assistance Programs to contact any necessary third party in order to verify my household income and any other information necessary to determine my eligibility for assistance. I authorize the Fuel, Electric, and Weatherization Assistance Programs to obtain a record of my annual energy consumption, electric usage or costs and billing information from my heating and electric company for purposes of program operation and evaluation. I authorize the Community Action Agency to provide my household data to their internal information systems for the purpose of program evaluation and reporting. I authorize the Fuel Assistance Program to call the listed vendor/landlord in the event of an energy emergency. I understand that a final determination of eligibility for the Weatherization Program does not take place until a home energy audit has been completed by certified Weatherization Program personnel. I understand that the Electric Assistance Program benefit is provided to assist our household in making full and timely payments on my electric bill. I understand that the information that I am providing is for the purpose of determining my eligibility for the Fuel, Electric and/or Weatherization Assistance Program(s). I understand that if I knowingly give inaccurate or incomplete information pertaining to my eligibility for the program(s), I am breaking the law and can be prosecuted; conviction may result in imprisonment and/or fine. Furthermore, I may be subject to administrative penalties which may include denial of eligibility and/or repayment of the assistance I received. The information that I have provided for this application process is true and correct. NH's Fuel, Electric, and Weatherization Assistance Programs prohibit discrimination based on race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, familial status and physical or mental disability.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- CHECKLIST:** In addition to the completed, signed application, please submit copies of the following:
- A recent, complete electric bill
  - A recent account statement, fuel delivery slip or utility bill (for primary heat - Fuel Assistance)
  - First time applicants should also include official documentation of SSN (SS card, tax return)
  - Households with heat included in rent must submit a completed Landlord Verification form
  - Proof of GROSS income for all household members in the 30 days prior to the date you sign application:
    - If employed, provide paystubs for prior 6 weeks or have your employer complete an Employer Verification Form
    - If self-employed, provide most recent tax return – include complete signed 1040 with all schedules & attachments
    - If receiving Social Security SSI or SSDI, provide Social Security award letter for current year
    - If receiving DHHS Cash Assistance, provide complete copy of most recent decision letter
    - If receiving pension or VA benefits, provide proof of total gross amount received in prior 30 days
    - For any retirement withdrawals in past 365 days, provide proof of total gross amount withdrawn
    - For any annuities, interest, or dividends, provide most recent tax return or 1099
    - If receiving unemployment, disability, or worker’s comp, provide proof of gross amount for past 30 days
    - If receiving alimony, provide proof of gross amount for past 30 days
    - If paying child support, provide proof of gross amount paid in past 30 days
    - If household has no income, please contact us to request and complete a No or Low Income form

| For Office Staff Use Only                                      |                      |                 |          |
|--|----------------------|-----------------|----------|
| EAP Review   |                      | FAP Review      |          |
| Current EAP Case #:  | EAP Recert Due Date: | Fuel Type:      |          |
| COR:   | Current Tier:        | Fuel Emergency: | Y      N |
| UID:   |                      | Fuel Level:     |          |
| If recert not due, did client request appointment?    Y      N |                      |                 |          |
| <b>Notes</b>   |                      |                 |          |