

Low Income Home Energy Assistance Application Instructions For Heating Season 2017 – 2018

HOW TO APPLY:

Print, complete and sign the Low-Income Home Energy Assistance (LIHEAP) application. Information must be included for **all individuals** currently living in the house, regardless of the relationship to the person completing the application. Once you have completed the application, mail the application and supporting documents (proof of income, copies of utility bills and copies of social security cards or I-94 cards) to Upper Des Office located in the county you live in.

Use the following legend to complete the application:

Household information – follow the legend on the application

Household Non-Cash Benefits definitions:

- **HCV (Housing Choice Voucher)** - The housing choice voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments. The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

Housing choice vouchers are administered locally by public housing agencies (PHAs). The PHAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program.

A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. This unit may include the family's present residence. Rental units must meet minimum standards of health and safety, as determined by the PHA.

A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. Under certain circumstances, if authorized by the PHA, a family may use its voucher to purchase a modest home. (source:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/about/fact_sheet)

- **HUD-VASH (Veterans Affairs Supportive Housing)** - The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA medical centers (VAMCs) and community-based outreach clinics
- **Public Housing** - Public housing was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single family houses to highrise apartments for elderly families. There are approximately 1.2 million households living in public housing units, managed by some 3,300 HAs. The U.S. Department of Housing and Urban Development (HUD) administers Federal aid to local housing agencies (HAs) that manage the housing for low-income residents at rents they can afford. HUD furnishes technical and professional assistance in planning, developing and managing these developments.
- **Permanent Supportive Housing** – Provides decent, safe, affordable, community-based **housing** that provides tenants with the rights of tenancy and links to voluntary and flexible supports and services for people with very low incomes and chronic, disabling health conditions.

- **Include the following documents with your completed and signed application.**
- **Utility Bills** - Include a copy of your most current heating and electric bill. If your heat is included in the rent, a copy of your lease agreement or a signed statement from your landlord that your heat is included in your rent with your landlord's name and phone number must be included with the completed application.
- **Social Security or Immigration Number Verification for every Member of the Household**
- **Proof of income - All household income must be verified for the past 30 days or the previous calendar year. All income must be gross income, not net income (unless otherwise indicated) and for the same time frame (1 month or annual income).**

Income includes but not limited to: Adoption Assistance, Alimony, Annuities, Cash receipts (Regular), Child Support, Dividends, Earned Income (wages and salaries before any deductions), Foster Care, Gambling/Lottery, General Relief/Assistance, Lump Sum (Non-recurring), Lump-sum SSA, Military Pay (active duty), Pensions, Railroad Retirement, Rental Income, Retirement, Royalties, Self-Employment, Income, Social Security, . Benefits (SS, SSD, SSI), Strike Benefits, Temporary Assistance For Needy Families (TANF/FIP), Training Stipends, Tribal per capita payments, Trust Payment (qtrly/mo/annual), Unemployment Insurance, Veterans Payments, Work Study, Workers' Compensation, net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expenses); net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses); public assistance (including Aid to Families with Dependent Children, federally funded Emergency Assistance money payments administered by Department of Human Services), non-Federally funded General Assistance or General Relief money payments, private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Wages/Salary

- Federal tax return or W-2 forms from previous year.
- Paid monthly: **1** pay stubs back from the date of application
- Paid twice a month: **2** pay stubs back from the date of application
- Paid every two weeks: **2** pay stubs back from the date of application
- Paid weekly: **4** pay stubs back from the date of application
- Paid daily: pay stubs for **every day** worked 4 weeks back from the date of application
- If you do not have your tax return or pay stubs, you may provide a **printout from your employer, on company letterhead** showing your **gross wages** (before taxes and deductions) received during the 30 days back from the date of application.

Self-Employment/Farm Income/Rental Income

- Federal tax return from previous year

Social Security or SSI Benefits (one of the following)

- Copy of your monthly check
- Award letter stating your monthly amount
- 1099 or statement from SSA showing your annual amount
- Bank statement (if direct deposit) showing the monthly amount

Pension or Veteran Benefits (one of the following)

- Copy of your monthly check
- Award letter stating your monthly amount
- Bank statement (if direct deposit) showing the monthly amount

Child Support/Alimony (one of the following)

- Printout from Child Support Recovery or Friend of the Court. You can get a printout from the Child Support Recovery website: <https://secureapp.dhs.state.ia.us/CustomWeb/>
- Court order or divorce decree stating monthly payment amounts
- Statement from payee and copy of most recent check

FIP (one of the following)

- Award letter from DHS
- Copy of your monthly check
- Bank statement (if direct deposit) showing the monthly amount

Workers Compensation

- Letter stating the benefit amount, how often paid, start/end date of benefits

Unemployment Benefits (one of the following)

- Printout from Workforce Development/Unemployment Services
- Letter stating the benefit amount, how often paid, start/end date of benefits
- **Members of the households who have become unemployed within the past 90 days are required to provide proof of when their employment ceased. A print out from the Iowa Work Force Center showing the past employment history, or a statement from the most recent employer disclosing the last day of employment are acceptable. All check stubs received while employed within the past 90 days are required to be submitted for income verification.**

No Income: If the entire household has had NO regular income in the past 90 days, complete the Verification of Minimal Income form attached to the application to explain how your basic needs are being met. ***You must have a third party complete the bottom of the Minimal Income form listing their name and a contact number where they can be reached. Upper Des Moines is required to contact the third party listed on the form to determine your eligibility***

