

## **LIHEAP CHECKLIST**

Please complete entire application, any incomplete application will be returned to you and will not be considered for processing and will only delay payment to your utility company. Please use checklist below;

- \_\_\_ Completed LIHEAP application
- \_\_\_ Complete utility bill
- \_\_\_ Social security **CARDS** for all persons living in household
- \_\_\_ Income verification (for current month) for ***all persons living in household***
- \_\_\_ If unemployed-complete "Not Working Form"
- \_\_\_ If disabled- Proof of disability
- \_\_\_ Copy of **VALID** driver's license

**"ALL OF THE ABOVE INFORMATION IS REQUIRED TO RECEIVE LIHEAP FUNDING"**

**QUAPAW TRIBE OF OKLAHOMA  
SOCIAL SERVICES DEPARTMENT  
APPLICATION FOR LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

Applicant's name			Applicant/guardian's name		
Social Security number	Date of Birth	Roll number	Marital Status	Sex	Country
Mailing address		City	State	Zip	
Finding address		City	State	Zip	
Read instructions on other side before filling out this application. Submit only one application per household					

Other members in the household:

Name	Social Security number	Date of birth	Sex	Race

A household member is  age 60 or older  permanently disabled  child two years or under  
 child three through five years of age  child five years or under  
 either 60 years or older, disabled, or age five or under

Number of adults in household: \_\_\_\_\_ Number of children in household: \_\_\_\_\_

Housing is:  rented  owned/buying  rooms only

If renting, does your rent include your heating bill?  Yes  No

Amount of rent you pay: \$ \_\_\_\_\_

Do you receive financial help from any source to pay for your housing and heating cost?

Yes  No If yes, who? \_\_\_\_\_

Do you presently have a shut-off notice or is your fuel supplier refusing to deliver?

Yes  No Total household gross monthly income: Earned \$ \_\_\_\_\_ Unearned \$ \_\_\_\_\_

Total cash assets, including cash on hand, checking or savings accounts, certificates of deposit (CD'S), and stocks or bonds: \_\_\_\_\_

***If your heating bill is NOT included in your rent, complete one of the sections below***

**NATURAL GAS OR ELECTRICITY—Attach most recent bill or copy of bill.**

Company Name		Account number	
Account name, as shown on your bill		If the account is not in your name, please explain	
Account where gas or electric meter is located		City	State Zip

**PROPANE OR BUTANE.** I want my (check one):  propane  butane delivered by:

Company or supplier name	Mailing address of supplier
Address where the fuel tank is located or fuel is delivered	

**FIREWOOD, COAL, OIL OR KEROSENE.** For heating fuel, I use (check one):

firewood  coal  oil  kerosene

**POLICY STATEMENT**

If your household is directly responsible for payment for heating costs or if the heating costs for your home are included in the rent payment and you wish to apply for assistance with the heating expense, please complete the application on the reverse side and return it with your most recent heating bill (or a copy of it) to the Quapaw Tribal office.

If you use natural gas or electricity, it is very important that you attach a recent copy of your heating bill and give the correct account number and account name on the application form. If you move after submitting your application, you must report your new account number to the Quapaw Tribe even if it is still the same company that provides your heating fuel.

If you have not received a notice of approval or denial within 10 days after the application is returned to the Quapaw Tribal Office, please contact the Social Services Department.

If you use propane or butane gas, it is important that you list your supplier's name and complete mailing address in order for you to receive fuel and your supplier their payment.

**IMPORTANT:**

1. Submit only one application per household.
2. To prevent delay in processing your application and to insure prompt payment of your heating bill please answer each question and be sure to sign and date the form.
3. Only the bill for your primary Source of heating fuel will be paid. Be sure to list the name of the company that charges for this fuel, since the Quapaw Tribe will pay directly to the utility company, unless your heating bill is included in your rent.
4. You may apply either with OKDHS or with the tribe, but you cannot receive heating assistance from both.
5. You have the right to appeal any delay in decision and any action or the Social Services Department, which you consider improper by following the Tribe's Grievance Procedure for tribal programs. A copy of this procedure may be obtained at the Quapaw Tribal office.
6. All applications for energy assistance must be made by contacting the Tribe's Social Services Department.

I hereby authorize the Quapaw Tribe to make any necessary investigation of my household's financial situation and other conditions relating to eligibility, including, but limited to, examination of my account with any public provider. I have been informed that any person who knowingly, willfully, and *fraudulently* provides false information for the purpose of obtaining benefits which he or she is ineligible to receive may be subject to the fullest extent of the appropriate tribal, state or federal statute.

Signature	Date	Phone
Witness, if you sign with an X:	Signature	