STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

DIVISION OF ENERGY, HOUSING AND COMMUNITY RESOURCES

(R06/2024)

HOME ENERGY PLUS PROGRAM

https://energyandhousing.wi.gov/



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| **Home Energy Plus Application** | | | |
| **To apply for Energy Assistance online go to** [**https://energybenefit.wi.gov**](https://energybenefit.wi.gov/)  This form is authorized under Wisconsin State Statute 16.27(2)(a). All information on the application is required in order to determine eligibility for benefits under the Home Energy Plus Programs. | | | |
| 1. First Name: | Middle Initial: | Last Name: (As shown on Social Security card) | |
| 2. Alias First Name (if applicable): |  | Alias Last Name (if applicable): | |
| 3. Primary Phone Number: ( ) Home Work Cellular Contact | | | |
| Secondary Phone Number: ( ) Home Work Cellular Contact | | | |
| 4. Email address: | Preferred Communication Method: Phone Email Mail Text Message | | |
| 5. Chek the housing type you live in: |  |  |  |
| Single family house Mobile home Motel/Camper/RV Other  2 to 4-unit building (including condos) – **Number of units/apartments in your building:**  Apartment or multi-unit building (including condos) – **Number of units/apartments in your building:** | | | |
| 6. **Mailing Address (if different than residence address):** | | | |
| Address | City State Zip | | |
| 7. **Residence Address (must complete): County or Tribe in which you live**: | | | |
| Address | City State Zip | | |
| Do you Own or Rent your home? Own Rent **(**Select “Own” if you own a mobile home and pay lot rent) | | | |
| If renting, provide Management Company/Business Name (as applicable): | | | Point of Contact or Landlord Name: |
| Landlord Email Address: |  |  | Landlord Phone Number: |
|  |  |  | ( ) |
| Landlord Address: City: State: Zip: | | | |
| 8. Provide the number of rooms in your residence: | | | |
| Living Room Dining Room Kitchen Family Room Number of Bedrooms Den/Office | | | |

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| 9. Select the response that best describes your living arrangement as of the date of this application:  Live in a group home, half-way house, Community Based Residential Facility (CBRF) or foster home Live in a nursing home Live in a government institution or prison or jail  Are currently in a homeless situation moving to a permanent residence None of the above | | | |
| 10. Do you receive rental assistance (Section 8 or other government assisted housing)? Yes No | | | |
| 11. Is there a guardian or designated representative? Yes No If yes, complete representative information: | | | |
| Authorization of Representative | Legal Guardian | Power of Attorney (POA) | Protective Payee |
| Guardian/Representative Name: |  | Guardian Phone Number: ( ) | |

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| Address: City: State: Zip: |
| ***OR: List someone you are authorizing to discuss your application with who is not listed as a guardian or designated representative: Relationship:*** |

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| 12. Are you (the applicant) a student under the age of 25 and enrolled at least half-time in an institution of higher learning? Yes No ***If yes, check any of the following conditions that meet your situation:***  Currently working twenty or more hours per week making at least minimum wage Financially responsible for a child under age 18 who is living with you  Physically or mentally disabled (verification needed from government program)  Receiving Unemployment Compensation (UC) benefits resulting from TAA / NAFTA (must be a full-time student) Receiving TANF or W-2 Benefits Spouse lives with you who is not a student None of the above apply |
| 13. Is anyone living with you under the age of 18 and related to any adult household member? Yes No |

14. How many people live in your home (including you, the applicant listed on page 1): Identify the preferred household language:

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# HOUSEHOLD MEMBERS:

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|  | * List all who are living in this residence today. * The agency will contact you for Social Security Numbers (SSNs) if needed.   **First MI Last (Legal Name)** | **Birthdate** | **Gender** | **US Citizen** | **Ethnicity** | **Race** | **Disabled** | **Foodshare** | **Military Service** | **Child in Shared Placement** |
|  | Example: John M Doe | mm/dd/yyyy |  | Y/N | See below | See below | Y/N | Y/N | Y/N | Y/N |
| 1 | (Name from Page 1) |  |  |  |  |  |  |  |  |  |
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Please attach a separate sheet if necessary for additional household members.

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| **Ethnicity** (Enter Code): **1** = Hispanic/Latinx **2** = Non-Hispanic/Non-Latinx **3** = Unknown **4** = Decline to answer |
| **Race** (Enter Code): **A** = Asian **B** = Black or African American **H** = Hispanic/Latinix **I** = American Indian or Alaska Native  **M** = Multi Race (2 or more) **O** = Other **P** = Native Hawaiian or Other Pacific Islander **W** = White **U** = Unknown **D** = Decline to answer |

**HOUSEHOLD INCOME:** Does your household have zero income? Yes No

Check All Boxes that apply below:

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|  | **(A)** Alimony Received |  | **(GF)** Gift/donations |  | **(SSDI)** Social Security Disability Insurance |
|  | **(CS RECD)** Child Support Received |  | **(GV)** Government Relief or Disaster |  | **(SSI)** Supplemental Security Income |
|  | **(CS Paid)** Child Support Paid |  | **(LC)** Land Contract Payment |  | **(T)** TANF/W2 |
|  | **(CTS)** SSI Caretaker Supplement |  | **(O)** Other |  | **(TR)** Tribal per Capita |
|  | **(DL)** Disability Long-term |  | **(P)** Pensions, Annuities, and IRAs |  | **(UC)** Unemployment Compensation |
|  | **(DS)** Disability Short-term |  | **(R)** Rental Income |  | **(V)** Veterans Benefits |
|  | **(D)** Dividends/Interest |  | **(SE)** Self-Generated Income |  | **(W)** Wages & Tips |
|  | **(G)** Gambling/Lottery/Bingo |  | **(SP)** Spousal Impoverishment |  | **(WK)** Workers Compensation |
|  | **(GR)** General Relief |  | **(SS)** Social Security |  |  |

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| **Household Member’s Name** | **Income Type** | **Income Source** |
| ***Example:***  *John Doe* | *W* | *ABC Corporation* |
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Attach a separate sheet if necessary for additional income.

# ENERGY FUELS:

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|  | **Primary Heating – Only select one** | | | | **Electricity** |
| **Fuel Type:**  Both Primary Heating and Electricity columns must be completed if you do not have electric heat. | Natural Gas Propane  Other (Describe: | Electric Fuel Oil |  | Wood  ) | Check here if you do not have electric service in your home from a utility, municipality, or cooperative.  Indicate alternate electric source:  Solar Generator Off Grid Other |
| Check here if your furnace/heating unit is not  working: | | | |
| **How is the bill paid?**  Check one for Primary Heating and one for Electricity. | I have an account and pay my bill directly to the provider  Heat is included in my rent  Separate payment to my landlord, mobile home park owner, or other person  I do not pay: heat included in the monthly rent  when residing in government assisted housing or have an in-kind arrangement | | | | I have an account and pay my bill directly to the provider  Electric is included in my rent  Separate payment to my landlord, mobile home park owner, or other person  I do not pay: electric included in the monthly  rent when residing in government assisted housing or have an in-kind arrangement |
| **Business or recreational use on the meter** | Yes |  | No |  | Yes No |
| **Account Information**  **\***Electric company for your home must be listed even if you don’t have a direct account with a vendor. | **\*Company Name:** | | | | **\*Company Name:** |
| **Account Number:** | | | | **Account Number:** |
| **Energy Account Holder:**  Household member A deceased spouse A Protective Payee  Other – identify relationship of account holder: | | | | **Energy Account Holder:**  Household member A deceased spouse A Protective Payee  Other – identify relationship of account holder: |
| **Name on Account:** | | | | **Name on Account:** |

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| If your primary heat source is natural gas or electric, have you received a past due or disconnect notice within the last 90 days?  Yes No Not applicable Is this account currently disconnected? Yes No |
| If your primary heat source is propane or fuel oil, does your tank currently have equal to or less than 20% of fuel remaining?  Yes No Not applicable Are you currently out of fuel? Yes No |
| **Hot water:** Identify fuel type that heats the water in your home: Electric Fuel Oil Natural Gas Propane (LP)  Wood and Other None |
| **Additional heating source:** Identify additional heating sources used in your home such as fireplace, wood burner, space heaters, or  other alternative heating source. Electric Wood or Other None |
| **Air Conditioning Type (select only one):** None Central A/C Wall/Window Unit A/C |

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| **Certification Page** Person ID: Application #:  *Read each item on this page before signing the application.*  *If you do not understand any item, ask the worker for assistance*.   1. I understand I am responsible for providing all required information within 30 days of the date of the application or the application is void and will be denied. I may reapply but a new application may be required. 2. I understand I am responsible for reporting the names of all persons living at my address and the Social Security number and income of all persons in my household. Collection of Social Security numbers is not prohibited by federal law and is a required data element for tracking applicant benefits granted by this Program. Failure to provide this information will result in delayed processing of my application and the inability to determine benefit amounts. 3. I understand I am responsible for using the payments I receive to pay for the heating/electric costs for the residence listed in my application or for paying the heating/electric costs for any future permanent residence I may move to in Wisconsin. 4. I understand I have the right to apply for Energy Assistance benefits and to receive either a payment or letter of explanation within 45 days from the date the application process is completed. I understand that the payment or letter of explanation may be delayed depending on when the Program year begins and/or when payments are being processed. 5. I understand I have the right to request a fair hearing within 15 days after receiving a notification letter if I believe my Energy Assistance application has not been processed timely, has been incorrectly denied, or my payment is incorrect. I may also request a fair hearing if I have not received payment or explanation. I may ask for a fair hearing by contacting the local office that processed my application because I applied directly to their office or submitted an online application. 6. I understand I have the right to file a complaint if I believe I have been discriminated against in any unlawful way. I may file a complaint by contacting the authorized person within my county or tribe or submit an email to [heat@wisconsin.gov.](mailto:heat@wisconsin.gov) 7. I understand that by providing application information I am authorizing the Wisconsin Department of Administration and its authorized agents to verify the data provided against federal, state, county, energy provider, water utility, employer and landlord databases or records. 8. I understand that by providing the account numbers for my household energy supplier(s) I am authorizing the energy provider(s) to provide details about the account and energy use to the Wisconsin Department of Administration for the purposes of eligibility determination of this and future applications, benefit determination, and program evaluation and analysis including before and after receiving any weatherization services. 9. I understand that the rights, requirements, and authorizations I am certifying to, may also apply to multiple heating seasons, crisis, and furnace applications, when supplemental benefits are issued, and to outreach activities. 10. I understand the information collected on this and any future forms may be disclosed to energy programs operating under the Wisconsin Public Benefit Program Authority, Wisconsin Public Service Commission Approval, or other programs administered by the State of Wisconsin and may be used for the purposes of referral, research, evaluation, and analysis. 11. I understand if eligible for energy assistance benefits, I may be referred to other residential weatherization and/or energy programs. I authorize the weatherization agency to provide weatherization services to my residence. If I am not the owner of the residence, I authorize the weatherization agency to contact my landlord and I will cooperate with the agency providing weatherization services. 12. I understand when applying for energy assistance I may be denied benefits and/or be required to apply online or via phone if I demonstrate threatening behavior to an agency and/or worker. | |
| I certify that all information provided in connection with the Wisconsin Home Energy Assistance Program application are true and complete statements of facts. I further certify that I have read and understand the statements above. I understand that I may be required to provide proof of any information upon request of an authorized agent of the Wisconsin Home Energy Assistance Program, that giving false information will invalidate this and any future application(s) and require the return of any benefits received and possibly subject me to criminal prosecution. By typing my name in the ‘Applicant Signature’ field, I indicate that I am the person named, and this  entry is the legal equivalent of a manual/handwritten signature. I further understand that I may print out the document and sign by hand. | |
| **Applicant Signature** | Date (mm/dd/yyyy) |
| **Applications must be mailed to the local energy office** | |
| Local office address: | To contact your local office, go to:  <https://energyandhousing.wi.gov/Pages/Home.aspx>  Select the county/ t r ibe where you l ive f rom the map or drop- down menu found on this page. |

This application can be made available in alternate formats to individuals with disabilities upon request.