MICHIGAN ENERGY ASSISTANCE PROGRAM

UPPER PENINSULA PROJECT COORDINATED BY SUPERIOR WATERSHED PARTNERSHIP AND PROJECT PARTNER AGENCIES

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Superior Watershed Partnership Michigan Energy Assistance Program (SWP MEAP) assistance is for households that are at or below the 150% Federal Poverty Level. Energy services include:

- heat-electricity
- non-heat electricity
- fuel oil
- natural gas
- propane
- wood

For example, a family of four with a monthly income level at or below $3,038 may qualify for energy payment assistance.

Review all Eligibility Requirements (see page 2)

2016 Federal Poverty Level Guidelines

FAMILY SIZE	Monthly 150% Federal Poverty Level
1	$1,485
2	$2003
3	$2,520
4	$3,038
5	$3,555
6	$4,073
7	$4,591
8	$5,111
Each person over 8	Add $520

Total income equals gross income minus allowable expenses (i.e. taxes, health Insurance deductions, court-ordered child support paid). Provide total income from previous 30 days from date of application for calculation purposes.

Instructions for energy requests after the first request is approved

- You must have completed your first application with an intake Conference or Agency before applying directly to the SWP.
- You must complete the workshop requirement before applying for additional assists.
- Utility bill must be past due or deliverable fuel must be at or below 25%. Submit itemized utility bill with application (must show past due and current charges) Note: Utility bill stub is not sufficient, as it does not show the breakdown of the charges. Applicant must be the account holder. Applicant must sign and date the application.
- Submit last 30 days of income for everyone over the age of 18 in your household. If you receive Social Security and have submitted your proofs at the first request we will only require a current bank statement showing the deposit.
- Call the SWP if this request is a medical emergency.
- Please allow 10 (ten) business days after your appointment or submittal before contacting the SWP office to check on the status of your energy assistance.
- Send your application and required documentation directly to the SWP. See above for address and fax. If you prefer to submit by email, send to the following: tonya@superiorwatersheds.org and emily@superiorwatersheds.org

Complete Application Checklist

☐ Must be 18 years old or older to apply.

☐ All pages of the application must be completed and returned.

☐ Applicant must be the utility bill holder.

☐ Applications must be signed and dated by the **utility bill holder** or the account holder's legally authorized representative.

☐ Total income in the household must be at or below 150% of the Federal Poverty Level (FPL).

☐ Each member of the household must have a Social Security number and the number must be provided. A copy of the applicants Social Security card must be submitted.

☐ All income verification must include the employee's name, pay date and/or pay period, employer name and gross amount of pay.

☐ Pay Stubs: If paid weekly, must receive the most recent four consecutive pay stubs. If paid bi-weekly, must receive most recent two consecutive paystubs.

☐ SSI, Social Security, RSDI, SSDI and or Pension: must provide current social security award or pension letter which should include pages documenting any deductions. A bank statement must also be provided showing proof of previous month's deposit.

☐ Any household member age 18 or older that has **no income** must provide documentation showing that they currently receive DHHS benefits and/or they must complete the declaration of no income form.
Note: If an adult receives Social Security in a dependent's name and the adult does not have their own income, then the adult will be required to fill out the no income form.

☐ If **self-employed**, the household member must complete the attached Self-Employment Affidavit and include proofs such as earnings from self-employment (receipts from an individual's own business or from an owned or rented farm after deductions for business or farm expenses), or Schedule C and current profit and loss statement as proof of income.

☐ Applicant must be a U.S. citizen or a qualified alien to be eligible.

☐ Presence of the applicant in Michigan must be verified.

☐ A quote must be submitted with the application for fuel oil, propane, and wood pellets.

☐ An applicant can only request assistance for the **primary** heat source (Example: If a household heats with propane and wood, the applicant would have to choose one or the other as the primary heat source for the entire grant term.)

☐ If applicant has received assistance from the Low Income Home Energy Assistance Program (LIHEAP), DHHS or other MEAP-funded agencies during the current program year, they should stay with the same agency unless the MEAP-Agency funding is depleted. Proofs of assistance must be provided if the other agencies are out of funding.

☐ A shut-off notice is not required, however, the bill must be past due at the date the application is taken (past due charges must be shown on the bill). If the date is past the due date, but no past due charges are on the bill the client can apply after the new bill with the past due charges is received. For fuel oil and propane customers, the fuel tank must contain no more than 25% of its heating fuel capacity.

☐ Late fees will not be paid to Michigan Public Service Commission (MPSC) rate regulated utilities.

☐ A co-pay, if any, will be determined by the SWP staff during the application approval process. A letter will be sent to the intake agency and to the applicant's home address. Proof of payment must be provided within 8 days of decision.