

MICHIGAN ENERGY ASSISTANCE PROGRAM

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

2 Peter White Drive • Presque Isle Park • Marquette, Michigan 49855
Phone: (906) 228-6095 • Fax (906) 228-6863 • www.superiorwatersheds.org/energy-conservation

MEAP Client,

Your household has been approved for your first energy assistance request during the 2016-2017 grant term (October 1, 2016 – September 30, 2017). The Michigan Energy Assistance Program (MEAP) states the following: *“By requesting assistance through MEAP, you may be referred to or REQUIRED to participate in additional services such as budgeting assistance, energy audits, or other programs that will help your household pay energy bills and understand energy consumption”* (Michigan Agency for Energy). The Superior Watershed Partnership program requirements are as follows:

If you believe that your household will return to the SWP MEAP for energy assistance funding during the current grant term, **you must complete a Self-Sufficiency Class** before your household will be eligible for additional energy assistance. The workshop includes information on home energy conservation and money management techniques, which are intended to help move your family towards self-sufficiency.

There are two class options available:

1. **Online:** See back for details
2. **In-Person:** Enroll in a class in your area
 - a. You will receive 16 FREE LED lightbulbs if you attend a class!
 - b. You can receive information about weatherization services available.
 - c. Please call **906-228-6095 extension 16** to sign up for a workshop in your area.

During, this grant term your household will not be able to apply for assistance with any other MEAP-funded agency unless the SWP MEAP has run out of funding. If you do not complete the workshop requirement, your household will be *denied* for further energy assistance until completion.

If you have questions or would like to schedule your workshop, please contact the SWP MEAP staff at the phone number provided below.

Thank you,

Michigan Energy Assistance Program Staff
Superior Watershed Partnership
Lake Superior*Lake Michigan*Lake Huron
2 Peter White Drive
Presque Isle Park
Marquette, MI 49855
Ph: 906-228-6095 ext. 16

To enroll in the online Self-Sufficiency course please follow the directions below:

1. Visit <http://superiorwatershedpartnershipmeap.litmos.com/self-signup>
 2. Enter your first name, last name, and a **working** e-mail address in the spaces provided.
 3. The code for registration is SWPMEAP. Enter this code in the space provided.
 4. You will then receive an email with an updated link for course registration.
 5. Click on the link provided in the email.
 6. Create a password for the online registration.
 - a) Password must contain: 1 upper case, 1 lower case, 1 number, 1 special character
a. Example: Password_1
 - b) Your password must be at least 8 characters long
 7. Please note - section 3 (Additional Information) is **NOT** required
 8. You are registered for the Self-Sufficiency course.
 9. The workshop is composed of a PowerPoint to view and an online Quiz. You must view the PowerPoint and complete the 10 question Quiz.
 10. To re-login, please use the following web address and type in your email address and the password you created: <https://go.litmos.com/account/Login>
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To complete the Self-Sufficiency course, follow the instructions below:

1. Click the Self-Sufficiency course located in the middle of your screen (The Superior Watershed Partnership image title).
2. Click the START THIS COURSE button located on the right hand side of the page.
3. If the PowerPoint does not automatically appear, click on the PowerPoint. View each slide. Click the EXIT button located in the upper right hand side of your screen after viewing the slides.
4. Click on the Quiz. This is a 10 question, multiple-choice quiz that uses information from the PowerPoint.
5. Click START to begin the quiz.
6. Click CONTINUE once you have finished the quiz. After successful completion of the quiz, you will receive an email stating you have finished the Self-Sufficiency course and you are eligible for additional assistance. SWP MEAP staff will also receive an email once you have completed the quiz.

If you need additional assistance with the online course, please call 906-228-6095 extension 16.