



AREA IV AGENCY

ON AGING & COMMUNITY ACTION

ENERGY ASSISTANCE PROGRAM 2020-2021

NOVEMBER 1, 2020 THROUGH MAY 14, 2021

Please follow the instructions below (and on the other side of this sheet) so that your application can be processed as soon as possible. If any item is missing, it's likely your application will be put on hold!



- ⇒ **IF YOU HAVE A DISCONNECT NOTICE OR YOUR ELECTRICITY/GAS IS ALREADY OFF, PLEASE CALL 765-447-7683 (OPTION 1) AND SCHEDULE AN APPOINTMENT WITH THE ENERGY ASSISTANCE OFFICE. THESE APPOINTMENTS WILL BEGIN NO EARLIER THAN NOVEMBER 1ST. THE APPOINTMENTS WILL NOT BE IN PERSON AS OUR OFFICES REMAIN CLOSED TO THE PUBLIC AT THIS TIME.**
- ⇒ **Applications may be dropped off (all offices have an outside, locked drop box), mailed in, emailed to eap@areaivagency.org or faxed to 765-446-5505. See the list of our office locations, in each county, included in this packet. If not in disconnect, applications will be processed on a first received basis. Please allow 55 days for processing.**
- ⇒ **Complete both pages of the application listing all household members. Failure to include all persons living in your household is considered fraud which can result in a denial of assistance or repayment of any assistance received.**
- ⇒ **Be sure to SIGN your application.**
- ⇒ **If you were divorced or separated within the 3 months prior to your application, then you will need to provide a divorce decree or complete a Declaration of Absent Household Members.**
- ⇒ **If any member of the household is a veteran, provide documentation such as a DD Form 214 or a Veterans Administration Identification Card (VIC) among other options.**
- ⇒ **Complete & sign the Energy Education Survey and return with the application.**
- ⇒ **Use the checklist on the next page to make certain you turn in all necessary documentation with your application. Please **DO NOT MAIL ORIGINAL DOCUMENTS, SOCIAL SECURITY CARDS OR ID'S!****