



## Low Income Home Energy Assistance Program (LIHEAP) and Weatherization Application

To apply for LIHEAP, this application must be completed and returned to your local eligibility office. LIHEAP heat assistance applications will NOT be accepted after April 30, 2025. However, you can apply for Weatherization all year. LIHEAP and Weatherization benefits are only for the dwelling you live in at the time of application. If you move any time after applying, please contact your LIHEAP/Weatherization office.

Complete each section of the LIHEAP/Weatherization application. You must also provide verification of all identities, incomes, resources, heat and/or electric bills. (See table at right).

**A LIHEAP/Weatherization application cannot be processed without this verification. Failure to provide all requested information and verifications will delay the eligibility determination and may result in application denial.**

LIHEAP/Weatherization eligibility will be determined based upon the circumstances at the time of application.

If you or a household member is over the age of 60, or a person with a disability, call 1-800-551-3191 for help filling out this application.

Application submitted in month of:	Provide income verification for the months of:
August 2024	July 2024
September 2024	August 2024
October 2024	September 2024
November 2024	October 2024
December 2024	November 2024
January 2025	December 2024
February 2025	January 2025
March 2025	February 2025
April 2025	March 2025
May 2025	April 2025
June 2025	May 2025
July 2025	June 2025

**Send completed application and all required documentation to your local eligibility office.**

**Note:** Applicants who live on a reservation (other than the Crow Reservation), and who are Native American, enrolled tribal members or direct descendants should contact their Tribal LIHEAP office for heating bill assistance. Native American household members who live on the Crow reservation should contact District 7 Human Resource Development Council (Billings) for assistance.

### **APPLICANT RIGHTS**

- To tell their story in their own way.
- To continue to be responsible for themselves.
- To receive individual assistance in completion of the application.
- To inquire and be informed in writing and/or orally about coverage, conditions of eligibility, scope of the program and related services available, including systems conversions, regular benefits, and emergency benefits.
- To be determined eligible or ineligible based upon the information and corresponding documentation provided for the completed application, within forty-five (45) days of receipt of the completed application.
- To receive timely written notice of denial, reduction, or termination of assistance.
- To be informed of the right to a Fair Hearing.
- To have a confidential relationship with the sub-grantee and the Department.
- To be informed of other services of the Department of Public Health and Human Services (DPHHS).
- To not be discriminated against on the grounds of race, color, sex, culture, age, creed, marital status, physical handicap, mental handicap, and national origin.

#### **Fair Hearing Rights:**

If the completed application has not been acted on in a timely manner or if you disagree with any adverse action taken on your case, you may request a fair hearing. A fair hearing request may be filed with your local Eligibility Office or the Office of Administrative Hearings. The Office of Administrative Hearings address is:

Office of Administrative Hearings - Box 202922 - Helena, Montana 59620-2922

### **APPLICANT CHECKLIST**

#### **Make sure you have done the following things:**

- Completed all spaces on the application, especially Income in Section 6 and each Resource line in Section 5.
- Completed physical and mailing address information.
- Ensured that all people who reside in the dwelling are included on the application.
- Ensured that all household members age 18 or older have signed Section 8.
- Included a copy of your most recent heat and electric bill(s) for the assistance for which you are applying.
- Included verification of all gross incomes received in the past month, from all sources, for all members of the household aged 18 years or older and regardless of relationship.
- Included full month of bank statements for all open bank accounts and verification of other resources including online banks, Reliacard, Direct Express, and employer payroll cards for all household members.
- Included photo identification for all household members aged 18 or older and photo identification or birth certificates for all household members younger than 18.
- Included Social Security Numbers (SSNs); or if any household member does not have a SSN; included proof of citizenship or lawful entry into the US with the intent of establishing permanent residency; for all household members.
- Checked the address list for mailing your completed application to the correct eligibility office.
- If anyone in your household pays premiums for health, dental, or optical insurance, provide verification of those payments for the prior month for a possible reduction to your countable income.

**NOTE: You should receive a letter within 45 days of applying, telling you whether you are eligible or if additional information is needed. Your application cannot be processed without all the information requested. If you do not receive a letter within 45 days, please contact your local office.**

**Local Eligibility and Tribal Offices**

Find your county and return the application to the office listed.

<b>If you live in this county:</b>	<b>Return application to:</b>	<b>If you live in this county:</b>	<b>Return application to:</b>
Carter Custer Daniels Dawson Fallon Garfield McCone Phillips Powder River	Prairie Richland Roosevelt Rosebud Sheridan Treasure Valley Wibaux Action for Eastern Montana 2030 North Merrill P.O. Box 1309 Glendive, MT 59330-1309 Ph. 377-3564 or 1-800-227-0703	Fergus Golden Valley Judith Basin Musselshell Petroleum Wheatland	District 6 HRDC Centennial Plaza 300 First Avenue North, Room 203 Lewistown, MT 59457 Ph. 535-7488 or 1-800-766-3018
Blaine Hill Liberty	District 4 HRDC 2229 5 <sup>th</sup> Avenue Havre, MT 59501 Ph. 265-6743 or 1-800-640-6743	Gallatin Meagher Park	District 9 HRDC 206 E. Griffin Drive Bozeman, MT 59715 Ph. 587-4486 or 1-800-332-2796
Cascade Chouteau Glacier Pondera Teton Toole	Opportunities Inc. 905 First Ave North P.O. Box 2289 Great Falls, MT 59403-2289 Ph. 761-0310 or 1-800-326-0955	Broadwater Jefferson Lewis & Clark	Rocky Mountain Development Council LIHEAP Office 648 N. Jackson P.O. Box 1717 Helena, MT 59626-1717 Ph. 447-1625 or 1-800-356-6544
Big Horn Carbon Stillwater Sweet Grass Yellowstone	District 7 HRDC 3116 First Ave North P.O. Box 2016 Billings, MT 59103 Ph. 247-4778 or 1-800-433-1411	Beaverhead Deer Lodge Granite Madison Powell Silver Bow	Action Inc. - Human Resource Council 25 W Silver Street, Butte, MT 59701 P.O. Box 39, Butte, MT 59703 Ph. 533-6855 or 1-800-382-1325
Missoula Mineral Ravalli	District 11 Human Resource Council 1801 South Higgins Missoula, MT 59801 Ph. 728-3710	Flathead Lake Lincoln Sanders	Community Action Partnership of NW MT 1820 US Hwy 93 S Kalispell, MT 59901 Ph. 758-5433 or 1-800-344-5979 www.capnm.net
For additional information visit: <a href="http://liheap.mt.gov">liheap.mt.gov</a>			

<b>Tribal Office for:</b>	<b>Return application to:</b>	<b>Tribal Office for:</b>	<b>Return application to:</b>
Blackfeet	Blackfeet Nation PO Box 850 All Chief's Square Browning, MT 59417 Ph. 406-338-7521	Fort Belknap: Gros Ventre, Assiniboine	Fort Belknap Community Council Box 66, R.R. 1 Harlem, MT 59526 Ph. 406-353-8499
Fort Peck: Assiniboine, Sioux	Fort Peck Assiniboine and Sioux 501 Medicine Bear Rd. PO Box 1027 Poplar, MT 59255 Ph. 406-768-2300	Northern Cheyenne	Northern Cheyenne 600 Cheyenne Ave. PO Box 128 Lame Deer, MT 59043 Ph. 406-477-6691
Rocky Boy: Chippewa and Cree	Rocky Boy LIHEAP Office Rocky Boy Route PO Box 568 Box Elder, MT 59521 Ph. 406-395-4728	Confederated Salish and Kootenai	CSKT LIHEAP Office PO Box 278 Pablo, MT 59855 Ph. 406-675-2700
Crow	District 7 HRDC 3116 First Ave North P.O. Box 2016 Billings, MT 59103 Ph. 247-4778 or 1-800-433-1411		
For additional information visit: <a href="http://liheap.mt.gov">liheap.mt.gov</a>			

**LIHEAP and Weatherization Application**

**Section 1 HOUSEHOLD ADDRESS INFORMATION**

Complete information for where you are currently living at the time of application. If you move before or after approval, you must reapply.

**Physical Address:** (heat/electricity address) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Mailing Address or PO Box:** (If different): \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

What date did you move to this address? \_\_\_\_\_

If after 10/01/2024, did you move here from out of state?  Yes  No

Is this property located within the boundaries of a Native American reservation?  Yes  No

Home Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Other Phone (Specify): \_\_\_\_\_ Email Address (Optional): \_\_\_\_\_

Use the codes below to complete **Section 2 - Household Members** section on the next page.

<p><b><u>Relationship:</u></b>  <b>SP/SO</b> - Spouse/Significant Other  <b>CH</b> - Child  <b>GC</b> - Grandchild  <b>FC</b> - Foster Child  <b>PA</b> - Parent  <b>SB</b> - Sister/Brother  <b>AU</b> - Aunt/Uncle  <b>NN</b> - Niece/Nephew  <b>CO</b> - Cousin  <b>EX</b> - Ex-Spouse  <b>NR</b> - Not Related  <b>OR</b> - Other Related</p> <p><b><u>Hispanic Status, US Citizen, Tribal Member, Disabled:</u></b>                  Yes or No</p> <p><i>NOTE: Entries for gender, Hispanic, and race are not required</i></p>	<p><b><u>Race Status:</u></b>                  (Multiple Selections Allowed)  <b>1</b> - White  <b>2</b> - Black/African American  <b>3</b> - American Indian/Alaska Native  <b>4</b> - Asian  <b>5</b> - Native Hawaiian/Pacific Islander</p> <p><b><u>Highest Grade Completed:</u></b>  <b>0 - 11</b> - Grades  <b>GED</b> - GED Completed  <b>HS</b> - High School Diploma  <b>12+</b> - Grade 12 + some post-Secondary  <b>AS</b> - 2 Year College Graduate  <b>VT</b> - Vo-Tech Graduate  <b>BA</b> - 4 year College Graduate  <b>MS</b> - Graduate other post-secondary sch  <b>PTS</b> - Part Time enrolled college/university student  <b>FTS</b> - Full time enrolled college/university student</p>	<p><b><u>Military Status:</u></b>  <b>V</b> - Veteran  <b>AM</b> - Active Military  <b>NA</b> - Not Applicable</p> <p><b><u>Health Insurance Status:</u></b>  <b>MA</b> - Medicaid  <b>MC</b> - Medicare  <b>PV</b> - Private (Direct Purchase)  <b>CH</b> - Healthy Montana Kids  <b>HA</b> - State Health Ins for Adults  <b>VA</b> - Veterans Administration  <b>EB</b> - Employment Based  <b>OT</b> - Other  <b>NN</b> - None / Unknown</p>
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**Section 2 HOUSEHOLD MEMBERS**

List everyone who lives in the home. Attach another sheet for additional household member information if needed.

**Provide all requested information for all person living in the house regardless of relationship and whether or not you consider them a household member.**

How many people live in this residence? _____ List everyone below	Alias or Maiden Name (Other Names Used)	Relationship to Primary Individual	Social Security Number (SSN)	Birth Date (MM/DD/YY)	Gender	Hispanic	Race	U.S. Citizen	Tribal Member	Military Status	Disabled	Health Insurance	Highest Grade Completed
First Name, MI, Last Name													
		Self (Primary Individual)											

**TRIBAL STATUS** (if applicable)

**Note:** All adult household members who live on a reservation (other than the Crow Reservation), and who are Native American, enrolled tribal members or direct descendants should contact their Tribal office for assistance. Native American household members who live on the Crow Reservation should contact District 7 Human Resource Development Council (Billings) for assistance.

List each Tribal Member/Direct Descendant's tribal affiliations(s): \_\_\_\_\_

**VETERAN STATUS**

Do any Veteran household members receive VA compensation?  
If yes, provide a copy of VA award letter.

Yes  No

**WEATHERIZATION**

Do any household members have respiratory health conditions to consider for weatherization of the residence?

Yes  No

If yes, which household members? \_\_\_\_\_

If yes, list conditions. If you need additional space, include a separate piece of paper. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CHILD STATUS** (Provide Child Support case #s and verification)

Does each child listed on the application live in this home more than 50% of the time?

Yes  No

Is there an active Child Support order for any of the children listed on the application?

Yes  No

If yes, from which state: \_\_\_\_\_

Has a household member received support (even if not ordered) in the past month for any child listed on the application?

Yes  No

For any yes answers, specify which child(ren) \_\_\_\_\_

**How did you hear about LIHEAP?** \_\_\_\_\_

\_\_\_\_\_

**Section 3      HOUSING TYPE INFORMATION**

<p><b>Housing type: (check one)</b></p> <p><input type="checkbox"/> Mobile Home</p> <p><input type="checkbox"/> Double-Wide Mobile Home</p> <p><input type="checkbox"/> House - Modular (Single Family)</p> <p><input type="checkbox"/> Apartment or Duplex, etc.*        Total # of units in building: _____</p> <p><input type="checkbox"/> NonTraditional Housing (Camper, RV, etc.)</p>		<p><b>Number of bedrooms: (check one)</b></p> <p><input type="checkbox"/> One      <input type="checkbox"/> Four</p> <p><input type="checkbox"/> Two      <input type="checkbox"/> Five</p> <p><input type="checkbox"/> Three      <input type="checkbox"/> Six</p>
<p><b>Rent or Own Home:</b></p> <p><input type="checkbox"/> Own Home</p> <p><input type="checkbox"/> Rent Home</p> <p>Year Home was Built ?        _____</p>	<p><b>Rent Mobile Lot:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Does your rent include:</b></p> <p><input type="checkbox"/> Electricity</p> <p><input type="checkbox"/> Heat</p> <p><input type="checkbox"/> Both</p> <p><input type="checkbox"/> None</p>

**Do you receive governmental rent assistance?**       Yes       No

**Monthly Rent Amount?** \$ \_\_\_\_\_

**If you rent, provide name, address, and telephone number of your landlord:**

Landlord Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Section 4      HOME HEAT AND ELECTRICITY INFORMATION**

**Heat Service You Use the Most (Mark One)**

Natural Gas

Electric

Propane

Fuel Oil

Wood/Pellets

Coal

**Main Vendor:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Past due amount if owed:** \_\_\_\_\_

**Other Heat Service (Mark all that apply)**

Natural Gas

Electric

Propane

Fuel Oil

Wood

Coal

**Main Vendor:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Past due amount owed:** \_\_\_\_\_

**Note:** A copy of your most recent HEAT or Electric bills showing NAME, current ADDRESS and ACCOUNT NUMBER(S) must be attached. If your main heat source is oil or propane and you do not have a bill; obtain a letter of service from your supplier. If your main heat is wood, if your main heat is included in your rental payment or your main heat is not in your name; contact your local eligibility office as you may need an additional form.

If you live in a Non-Traditional Housing, Camper or RV, are you plugged into a permanent electrical source?  Yes  No

What is your electrical source?  Plugged-In  Generator  Solar  Batteries  Other: \_\_\_\_\_

Are there any unsafe conditions present in the dwelling that may cause a potential health and safety hazard to the occupants? Note: A heating appliance in a nontraditional dwelling that is not installed or operating according to the manufacturer's specification or current code is considered an unsafe condition.  Yes  No

If yes, please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your heat or electric is not in a household member's name, whose name is on the bill? \_\_\_\_\_

In the past year has your household applied for or received assistance with heat or electric from another agency?  Yes  No

If yes, please specify where, when and provide verification of the assistance amount: \_\_\_\_\_

Do you have Central Air Conditioning?  Yes  No

Do you have Window/Wall Air Conditioning (including evaporative cooler)?  Yes  No

Has your household received a utility (heat) past due notice in the last 30 days?  Yes  No

Do you have less than 10% Deliverable Fuel (oil/propane/coal/wood) on hand?  Yes  No

Is your utility (heat) service currently disconnected?  Yes  No



Are you completely out of Deliverable Fuel (oil/propane/coal/wood)?

Yes  No

Is the household main heat source working properly?

Yes  No

**If your furnace or main heat is not working properly, describe:** \_\_\_\_\_  
(Other help or assistance may be available)

**Note:** If all members of your household receive SNAP, or individual circumstances in SSI, or TANF exist during the month you apply, you may be exempt from providing verification of the items in sections 5 and 6. Contact your local office for more information.

Does anyone in your household currently qualify for SNAP, SSI, and/or TANF benefits?

Yes  No

**Section 5 RESOURCES AND BUSINESS EQUITY**

Please answer all questions for each resource listed below, for all household members regardless of relationship. If the resource listed does not apply to your household, please print "None" under each section headed "FINANCIAL INSTITUTION".

RESOURCE <small>You must provide the most recent bank statement(s) or other verification of all resources, dated within 30 days of application date.</small>	FINANCIAL INSTITUTION	CURRENT VALUE
1. Cash on Hand: \$ _____  Checking Account(s): \$ _____  Savings Account(s): \$ _____		\$
2. Certificates of Deposit - Individual Retirement Accounts - Tax Sheltered Annuities - 401(K); 403(B) or any other retirement account		\$
3. Cash value of stocks, bonds and other investments		\$
4. Value of business assets, rental properties or property leases. (Self-employed households <b>must</b> provide this information).		\$
5. Physical address(es) and County of property/real estate other than the home in which you live and its adjoining land.		\$
6. If you sold any real estate property within the past 12 months, provide closing settlement papers and specify if it was your primary residence.		

**Section 6 SOURCES OF INCOME**

Please check **ALL** the following sources of income that have been received by **ALL MEMBERS** of your household within the past month.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> TANF (includes Tribal)               | <input type="checkbox"/> Educational Grants                   | <input type="checkbox"/> Worker's Compensation               |
| <input type="checkbox"/> SNAP / Food Stamp                    | <input type="checkbox"/> Self-Employment* (includes odd jobs) | <input type="checkbox"/> Loans                               |
| <input type="checkbox"/> Supplemental Social Security Income  | <input type="checkbox"/> Unemployment                         | <input type="checkbox"/> Educational Grants                  |
| <input type="checkbox"/> Veteran Administration               | <input type="checkbox"/> Interest Income                      | <input type="checkbox"/> Gifts (Cash)                        |
| <input type="checkbox"/> General Assistance (includes Tribal) | <input type="checkbox"/> Property Income                      | <input type="checkbox"/> Gifts (Money)                       |
| <input type="checkbox"/> Social Security                      | <input type="checkbox"/> Non-Cash Income                      | <input type="checkbox"/> Utility Payment (Section 8 Housing) |
| <input type="checkbox"/> Pension/Retirement Income            | <input type="checkbox"/> Alimony Payments                     |  |

Child Support: If paid through MT CSED, provide case #'s \_\_\_\_\_

Other Income :

If checked, please explain in the following space: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Note:** If anyone in your household pays premiums for health, dental, or optical insurance, provide verification of those payments for the prior month for a possible reduction to your countable income.

**COPIES OF DOCUMENTATION TO VERIFY ALL GROSS INCOME ONE MONTH PRIOR TO APPLICATION MUST BE INCLUDED**

**\*Self-employment requires the past 12 months documentation**

**Section 7 INCOME OF HOUSEHOLD MEMBERS**

Enter the requested information for all household members aged 18 or older regardless of relationship. One-month preceding the month of application.

Name (Who Received Income)	Sources and Amounts of Gross Income (Specify Each Source)	Gross Monthly Income
1		
2		
3		
4		

**If there is zero (0) income, please explain your means of survival.**

**COMMENTS:** If you wish to make any comments regarding any special situation, or you wish to clarify any of your responses, please do so in the space provided below. If you need additional space, please use a separate piece of paper.

**Section 8 AUTHORIZATION**

**READ THE FOLLOWING. SIGN AND DATE WHERE INDICATED.**

I understand that this application is for Federal funds and that any falsification or concealment of a material fact may be prosecuted under Federal or State Laws. I understand the application must include information for all individuals living in the household including all gross income and resources. False, misleading, or incomplete information may result in the denial or termination of assistance, and/or potential repayment of assistance funds provided. If you are receiving another form of federal assistance and it is determined that there was a duplication in subsidy, you will be required to return the funds that were overpaid to Montana Department of Public Health and Human Services.

**I understand that LIHEAP Heat Assistance benefits are computed for October 1 through April 30.** I am responsible for any other costs not covered by any benefits I may have received. I certify that the information provided herein is true, complete, and correct to the best of my knowledge. I authorize the Department to communicate and share information to all third-party payees listed in the application and persons or organizations assisting in the application process, including but not limited to, late fees, security deposit, utility or utility deposit information. I have read; or have had read to me; all the above and all questions have been answered to my satisfaction.

**RELEASE OF CONFIDENTIAL INFORMATION (AUTHORIZATION TO MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES TO OBTAIN PERSONAL INFORMATION)**

I authorize any individual, company, agency, or other entity which has information about me or my household, including, but not limited to, the information sources listed below to release or disclose information to the Montana Department of Public Health and Human Services (DPHHS) and/or to any agent or contractor of the DPHHS which is authorized to determine eligibility for Heat or Weatherization benefits. I authorize the disclosure or release of any information relevant to my eligibility for Heat or Weatherization benefits, including, but not limited to, the information to be released or disclosed listed below. I understand any information obtained will be kept confidential and will be used only for the purposes directly connected with the administration of benefits or services and only during the pertinent time period. I further understand that any information obtained may be released or disclosed to a proper government agency, court of law, or law enforcement agency for purposes of legal investigative actions concerning fraud. I further understand that information contained on this application can be used in DPHHS electronic databases for the determination of eligibility for programs and/or to record services provided to my household for federal and/or state reporting purposes.

**INFORMATION SOURCE:** Banks, Savings & Loans, Credit Unions, Employers, Social Security Administration, Veterans Administration, State Department of Labor and Industry, Internal Revenue Service, State Department of Revenue, State Compensation Insurance Fund, Unemployment Compensation Division, County Clerk & Recorder, Bureau of Indian Affairs, Utility Suppliers and Vendors, Other Social Services Providers, Landlord, Child Support Enforcement Division, Offices of Public Assistance, Montana Emergency Rental Assistance, Energy Share, other assistance programs and other sources for which a household may be eligible and to reduce potential for duplication of effort.

**INFORMATION TO BE RELEASED OR DISCLOSED:** Checking, Savings, Certificates of Deposit, Stocks & Bonds, Safety Deposit Boxes (to be opened only in the presence of the client or his agent and representatives of the financial institution), Gross Earnings, Social Security Payments, V.A. Benefits, Personal and Business Income, Workers Compensation, Unemployment Compensation, Family Composition, Size of Home, Per Capita Payments, Lease Payments, Indian Income

Maintenance (IIM) Accounts, Amount of Heat Assistance received from agencies, Utility Account Information: including, but not limited to, Utility Account and Billing Information, Child Support Payments, Benefit Information.

Testing Comments

**Signature of head of household. If signing on a person's behalf provide a copy of the Power of Attorney or Payee authorization.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Signatures of all other household members age 18 or older.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date