



Client Application Instructions

Section A: Applicant Information

List the legal name, home phone, work phone, home address including street number, name, city, zip and county. Check the box for type of dwelling. If the property is rented fill in your Landlord's Name, address and phone number.

Section B: Household Information

Fill in the information for everyone residing in the household whether related to you or not. Start with yourself.

Disabled Person defined.

1. "Disabled person" means a person who claims a physical or mental impairment that:
 - a) Is severe enough to substantially limit gainful activity which is enjoyed by other persons of comparable age and opportunity; or
 - b) Requires treatment or services which are lifelong or extended in duration and which are individually planned for the person.
 - c) A person does not have to be certified as disabled by a disability program or agency or entitled to receive compensation from a disability program or agency to be considered disabled by the weatherization assistance program.
2. Provide copies of all members in the household who are non-citizens and have either a Temporary Resident Card (I-688) or a Resident Alien Card I-551.
3. Answer questions one, two and three.

Section C: Income

The definition of income is stated on the application. Answer all yes/no questions and then provide the annual household income. This is the annual income of all members 18 years old or older residing in the household and should include income from all sources listed in the definition of income. Read the Acknowledgement of Applicant, Sign and Date and return it to the service provider in your area along with the following information and documents:

1. Current income, copies of documents to verify household income, such as wages, social security, pensions, public assistance and any other form of income. (Benefit letter, Bank Statement or pay stubs)
2. Copies of Social Security Cards for all household members.
3. Notice of Rights and Obligations (A copy can be found under forms, print, sign and date.)
4. A copy of your last utility bill. (If you receive a bill for both electric and gas please submit both)
5. Copies of I-688 or I-551 cards for all occupants who are non-citizens.

