



Greater East Texas Community Action Agency Program

UTILITY ASSISTANCE & WEATHERIZATION APPLICATIONS INSTRUCTIONS SHEET

Please provide copies of the following (NO ORIGINALS)

(Please complete all applicable forms; lack of supporting documentation required may cause a delay in processing or a denial)

Proof of any 2021 income earned/received in **the last thirty (30) days** for all household members 18 years and older, such as:

CHECK STUBS	Short/Long Term Disability Benefits
AWARD LETTERS (SS, SSI, SSDI)	ALIMONY
PENSIONS	UTILITY REIMBURSEMENT CHECK
TANF	HUD Verification Letter
SELF EMPLOYMENT	Food Stamps
WORKERS' COMPENSATION	UNEMPLOYMENT BENEFITS
VA BENEFITS (Record of Military Services or Benefits for Surviving Spouses or Dependents)	DIRECT INCOME received from family/friend to assist with expenses (We will need a letter from the payee.)
Child Support (If not received through the Attorney General, we will need a letter from the payee; we may request CIN#, please have available)	HUD Verification Letter (Utility Allowance Reimbursement documentation is require if applicable)

- We **cannot** accept the following: **Bank statements, W2 tax forms.**
- We must receive a **COPY** of the original award letter from all government issued sources **NO EXCEPTION!!!!**
- **Copy of Photo ID(Required)**
- If NO income has been earned/received, household members 18 years and older must complete a Declaration of Income/No Income Statement (see our website or request a copy)
- Current copy of ELECTRIC, GAS, or PROPANE bill (front & backside)
- Social Security numbers & Dates of Birth for all household members
- A Case Manager/Eligibility Specialist will call you once application is complete, please provide a daytime phone number.
- The *General Authorization for Release of Information* must be completed by the **ACCOUNT HOLDER** or **AUTHORIZE USER** on the account.
- **You must complete all forms attached to this instruction form that are applicable to your household or your request will be delayed or denied.**
- **Complete Systematic Alien Verification Form (SAVE).**
- ❖ **UTILITY ASSISTANCE ONLY - ALL FEES MUST BE PAID BEFORE WE CAN ASSIST WITH BILL**
- ❖ **Continue to pay any outstanding bills until you receive a confirmation letter from us stating that you are on the program.** Once application is received, allow up to 60 days for processing.
- ❖ *Applications are processed in order it is received and by priority rating scale.*



Greater East Texas Community Action Agency Program

PROOF OF CITIZENSHIP AND PROOF OF IDENTITY IS REQUIRED (NO EXCEPTIONS) Instruction Sheet

Please provide copies of the following (NO ORIGINALS)

(Please complete all applicable forms; lack of supporting documentation required will cause a delay in processing or a denial)

*REQUIRED DOCUMENTATION FOR ALL HOUSEHOLD MEMBERS: (NO EXCEPTIONS)

SECTION 1: If you have ONE of these documents, disregard section 2 and 3

- U.S. Passport (can be expired)
- U.S. American Indian or Alaska Native Tribal Card with photo
- Certificate of Naturalization (N-550, N-570), Certificate of U.S. Citizenship (N-560, N-561), Permanent Resident Card or Resident Alien Card (I-551)

SECTION 2: Must have ONE of these documents

- Certified Birth Certificate **OR** Certificate of Birth Abroad (FS-240, DS-1350, or FS-545)

AND

SECTION 3: Must have **ONE** of these documents:

- Texas DL or photo ID (can be expired up to 2 years)
- Government Employee ID (city, county, state, or federal)
- U.S. Military or military dependent ID

OR please provide **TWO** of the following documents

- Social Security Card
- Voter Registration Card
- Medicare or other Health Card
- Student ID
- School Records (Verification of Enrollment, report card)
- Immunization Records

(Please call the office if you do not have the above documentation, other documents may be acceptable)

****If documents requested are not verifiable or legible by GETCAP, you may be asked to provide additional information****

Example of how to complete the Systematic Alien Verification Form (SAVE).

Household Member Names	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Qualified Alien (Yes/No)	Documentation Provided for:	
			Status	Identification
Jane Doe	Yes	No	Birth Certificate	Photo ID
Kim Doe	Yes	No	Passport Card	Student ID & Immunization Records
John Doe	Yes	No	Early School Record & U.S. Census Record	Student ID & Social Security Card

Note: If you do not have Passport or Birth Certificate & Photo ID, then you will need to provide 2 forms of proof to prove Citizenship & Identity.

SAVE and US Citizenship Certification Form Instructions

Household Member - All members of the household listed on the application must be accounted for.

US Citizen (Born or Naturalized) or U.S. National - Must provide acceptable primary or secondary forms of documentation. Reference the SAVE webinar on the TDHCA website for details on acceptable documentation.

Persons born in Puerto Rico, Guam, the US Virgin Islands, American Samoa, Swains Island (or their descendents) are considered citizens.

For Household members who select yes to this question with valid supporting documentation, no SAVE verification is required.

Qualified Alien - All household members answering YES to this question must provide documentation to be verified through SAVE. Reference SAVE tutorials and guides for information on acceptable documents to use.

Documentation Provided - List out documentation collected for each member of the household supporting their selected status. List document(s) used for citizenship **AND** identification on this form.

The SAVE Certification Form is not valid without applicant signature AND printed name and signature of agency staff person who certifies that they verified all documents.

Household members who answer "no" to the "US Citizen (Born or Naturalized) or U.S. National" or "Qualified Alien" box or who cannot provide supporting documentation are considered ineligible for CEAP and WAP.

Submitting Weatherization Application

1. Download the application from your browser, to adobe reader
2. To download Adobe Acrobat Reader, please go to <https://get.adobe.com/reader/> it's a free PDF viewer.
3. After completing the application, you're able to send the application to GETCAP, with the yellow submit button at the bottom of the last page of the application.
4. It will instruct you to add your webmail account, "GMAIL, YAHOO ETC", follow the instruction on the Adobe Reader to get your application sent to GETCAP.

If you're unable to the submit the application with the submit button. You're able to email the application to wxprograminfo@get-cap.org.

Energy Saving Tips

You can do something to keep your summer electric bills at their lowest by following these simple steps.

1. **Thermostat setting:** You can reduce your air-conditioning cooling cost by as much as 14% simply by increasing the thermostat setting 1 degree. For energy conservation, we recommend a 78 degree setting.
2. **Insulation:** Insulation is designed to keep heat out during the summer and to keep heat in during the winter. Adequate insulation can more than pay for itself in just a few years, in money saved on air-conditioning and heating operation.
3. **Let it breathe:** Dirty filters cause unnecessary strain and can lead to equipment breakdowns. Air-conditioning servicemen say about half of their trouble calls are traced to dirty filters. We suggest changing or cleaning your filters at least once a month, preferably every two weeks for best results.
4. **Maintenance:** Have your unit checked and cleaned each year to insure maximum efficiency and long life. Have the coils checked and cleaned if dirty, and check the refrigerant for charge and belts for wear and adjustments.
5. **Efficiency:** If your unit is 10 years old or older a new, properly sized, high efficiency system should be installed.
6. **Don't forget your ducts:** You can save 5% or more on your air-conditioning costs by having your duct system checked for air leaks and for adequate insulation.
7. **Attic ventilation:** Attic temperatures sometimes rise up to 140 degrees during the summer months. Good attic ventilation will lower the temperature and reduce cooling requirements inside the home.
8. **Air leaks:** You can save up to 10% on air-conditioning costs with a well-sealed house. Seal leaks around doors, windows, outlets, switch plates, and plumbing outlets. Weather stripping will make your home more comfortable too.
9. **In the shade:** If your house has a lot of windows, particularly on the east and west sides, you save money by shading the glass with awnings, solar screens or shutters. Trees and shrub that shade your home also help to reduce the air-conditioning workload. Venetian blinds or drapes are helpful as well.
10. **Turn it on:** By using kitchen and bathroom exhaust fans to remove excess heat and moisture, you can save each month on your overall cooling bill.
11. **Lower is better:** You can save money on your water heating bill by setting the temperature control at a moderate 140 degrees, or as low as needed, and still have plenty of hot water.
12. **Up the chimney:** If you close your fireplace damper during the summer and winter, (when not in use), you save on both your cooling and heating bills. Installation of a glass fireplace screen will also help prevent air from going up the chimney.

Attention: This is your copy, keep for your records.