



Low Income Home Energy Assistance Program - LIHEAP

IMPORTANT INFORMATION Tips to Help You Apply for LIHEAP Fuel Assistance

1. You must live in a Dwelling Unit in Maine for 5 months of the Heating Season. The Heating Season is October, November, December, January, February, March, and April. If you have just moved to Maine, ask your CAP agency about eligibility.
2. **FOR RENTERS:** An apartment must have its own bathroom and a full kitchen that includes a stove, refrigerator, and sink. These rooms cannot be shared by any other unit. If you share these rooms you may still be eligible for LIHEAP just be sure to let the intake staff know you share some rooms.
3. You must include everyone living in the house on the date you are applying and you must provide information for each person.
4. All changes to your application must be submitted in writing to the community action agency where you applied.
5. If you had fuel delivered by more than one company during the previous heating season or if you purchased jugs of fuel - tell the intake worker.
6. You must tell the intake staff if you receive rent subsidy (Subsidized Housing, Section 8 Voucher, BRAP, or any other type of subsidy).
7. You must choose to have your income verified for the previous 3 months or the previous 12 months prior to the month of application. Be sure to ask which would be best for your household situation.
8. **ALWAYS** review the information on the application before you sign the application. If something isn't right –fix it. When you sign the application you are saying everything is correct.
9. If you chose wood for fuel assistance you will need to inspect and agree to the wood delivery. If you have a problem with the amount of wood delivered **DO NOT SIGN THE PURCHASE ORDER** and immediately call Maine State Weights and Measure Department at (207) 287-3841. **NEVER – EVER sign a wood purchase order before the wood is delivered.**

Facts:

1. **Dwelling Unit:** A residential housing structure, including, without limitation, a mobile home and a modular home when permanently connected to the required utilities (including plumbing, heating and electrical systems contained therein) and designed to be used as a permanent residence...camper trailers cannot receive a benefit
2. **Household:** An individual or a group of individuals who are living together on the Date of Application and resides in the State of Maine for five (5) months of the Heating Season.
3. **Heating Season:** October 1 through April 30.
4. **Primary Heating Source:** The heating system which provides the majority of heat to the house.
5. **Subsidized Housing:** Rental Units assisted by any government-sponsored low-income rental subsidy program pursuant to which participating households receive assistance towards the payment of housing utility costs.

Income: Income includes, but is not limited to the following:

Wages, salaries, and bonuses before any deductions.	All pensions and annuity payments
Self-employment income	Income from dividends, rents, royalties, estates and trusts; and interest earned
Social Security benefits	Foster care payments
Unemployment	Funds from room, board or living expenses
Worker's compensation	Lottery winnings
Strike benefits from union funds	Work Study
Veteran's benefits	Financial aid for work performed
Training stipends	TANF, GAP, Pass-Through
Alimony & Child support	Adoption subsidy
Assets drawn down and not reinvested	Capital gains
Mortgage/rent payments made by someone other than a household member.	Jury Duty
Military family allotments	Regular/ongoing cash support given to or on behalf of a household by others.

Rights:

You have the right to a Fair Hearing if:

1. If your application is not denied or approved within 20 business days from the date of application.
2. If you dispute the amount of the benefit.
3. If a refund for overpayment is requested.

Contact the agency where you applied if you are denied:

1. Because you failed to give the agency requested information or
2. If there was a math error.

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