

ESG Utility Assistance Requirements & Qualifications

Questionnaire:

Is the bill in termination?	Utility bill must be in termination, if the bill has been disconnected we cannot pay re connect charges or deposits for reconnection. Amount owed cannot extend 6 months in the rears.
Does the bill exceed \$ 500.00?	The maximum amount of benefit received may not exceed \$ 500.00 annually. If client's bill exceeds \$ 500.00 a receipt must be provided to verify that payment has been made to bring the balance to \$ 500.00 or less.
Do you rent or own?	Must be a renter and have the ability to provide a current lease. Lease must state that if utilities are disconnected, tenant will be evicted. Homeowners and/or Rent to Own Contracts are disqualified.
Do you receive a HUD utility check?	If a HUD utility check is received client is disqualified.
Have you received LEIP assistance?	If client has received LEIP a zero balance must be obtained prior to ESG utility assistance eligibility. Client must be able to provide verification that a zero balance has been obtained since receiving the LEIP benefit.
Verification of income Does client fall within the Extremely Low 30%?	Client must fall within the low 30% income limit, based on how many are in the household.
Whose name is the bill in?	Name on the bill must be listed on the lease.
Has the client received our assistance before?	If client has received our services before, it must be verified if client can continue to receive services again.

Upon the questionnaire clients will be required to provide the following documentations:

- 1) Valid Id for all adults in the household
- 2) Social Security Cards for everyone in the household
- 3) The bill in termination.
- 4) Verification of income (Employment, Unemployment, TANF, SSI, SSDI, Child Support, Veteran Benefits and/or any verifiable source of income, if client is unemployed and does not receive any source of income the client must provide verification from the workforce for job search, if client is pending an application for SSI or SSDI client must provide verification)
- 5) Current lease (Lease must state if utilities are disconnected tenant will be evicted)
- 6) Verification of SNAP benefits or any other type of benefits received.

**Prior to assistance the dwelling must pass the ESG Housing Habitability Standards
Inspection Checklist**

Inspection is required prior to any assistance. If dwelling cannot pass inspection client will not receive services.

Requirements, qualifications and documentations may change at any given time to receive program benefits.

Upon receiving program benefits a case plan will be implemented. Failure to follow case plan will result in loss of program benefits.