



HRDC DISTRICT VII
(406) 247-4778
3116 1ST AVE N, PO BOX 2016
BILLINGS MT 59103

If you do not completely fill out all 3 pages of this application, we'll have to return it to you to get the missing information and we won't be able to process it until you complete it. Please read carefully:



Energy Share of Montana is a nonprofit organization whose main purpose is to help Montanans facing loss of heat or electricity in their home and who have no way to pay that bill themselves.

People that apply for Energy Share need to be facing some sort of situation that, without intervention, would cause them to be without heat or electricity.

Examples include having:

- **A past due or disconnect notice**
- **Less than 2 weeks' credit on a flex or pre-pay meter**
- **Need for a deposit for an electricity or natural gas account**
- **Less than 15% propane or 5 inches of heating oil, or less than ¼ cord of wood or 5 bags of pellets.**

Energy Share is not intended to be an annual subsidy.

Energy Share assistance is situationally-based, not income-based. Applications are reviewed by a local Committee on a case by case basis - one size does not fit all. Committee members and HRDC District 7 work within contractual guidelines from Energy Share to determine assistance.

If applying for Energy Share from September through April, you will also be asked to be screened for LIHEAP by submitting an application for that program. If you qualify for LIHEAP there are other benefits such as getting on a list for weatherization of your home, and depending on who your energy provider is, possibly receiving discounts on your monthly energy bills. We want to make sure you receive as many benefits as possible. You can submit both applications at the same time.

In some parts of Montana, Energy Share used to be known as an interest-free loan program. Repayment or partial repayment of assistance will still be accepted *if you are able to do so*, but repayments are not required. However, there is a limit of the amount of assistance you may receive within a 5 year timeframe.

Please complete every part of all 3 pages of this application, and remember to have all household members 18 years and older sign page 3.

Things that have to be included with this application:

- ✓ Your most recent past due or disconnect notice, even if your service has already been terminated;
- ✓ If you're requesting help with a deposit, a statement from your vendor of what needs to be paid (deposit amount, past due balance) and your account number;
- ✓ If you're asking for help with propane or oil, include the amount currently in your tank and size of tank, a letter from the propane/oil vendor stating you are a customer, price per gallon, minimum delivery, and your purchase/ payment history;
- ✓ If you're requesting help with wood/pellets, include the amount you currently have left;
- ✓ Verification of all income within the last 30 days for all household members 18 years and older;
- ✓ A recent, 30-day bank statement.

Applications are processed on a first-come, first-serve basis. Submitting this application may not prevent disconnection. If you have a disconnect date set by your utility company prior to a Committee review, it is your responsibility to contact the utility company to extend your disconnect date, if possible. Notice of the Committee's decision will be mailed to you and your vendor.

If you have a medical need for your electric service to be on, contact your utility company to see if they're willing to work with you to keep your utility service active.

Applications and documentation can be sent via:

- Mail: PO Box 2016, Billings MT 59103
- Fax: (406) 247-4791
- Dropped off: 3116 1ST Ave N, Billings MT 59101. (Mail slot on front door for after-hours).

The decision of the Local Energy Share Committee is final and cannot be appealed.

ENERGY SHARE OF MONTANA APPLICATION



For Office Use – Case # _____

Energy Share is for home energy emergencies such as having a disconnect notice, being low on propane or oil, etc.

Physical Address _____ Mailing Address _____ City, State _____ Zip _____

Phones: Home _____ Cell _____ Message _____ Name of contact _____

Email: _____ [] OWN [] RENT Rent subsidized: Y / N HOUSING TYPE: [] House [] Double-wide mobile [] Single-wide mobile [] Multi-family

HOUSEHOLD MEMBER INFORMATION (everyone residing in the dwelling as of the application date) # Of Bedrooms _____

Last Name	First Name	MI	Alias (Other Names Used)	Social Security Number (SSN)	Relationship to Head of Household	Birth Date			AGE	GENDER	HISPANIC Y/N	RACE	VETERAN Y/N	DISABLED Y/N	TRIBAL MEM. Y/N	Type of Health Insurance	Currently in Literacy Training Yes/No	Currently in School Yes/No	Highest Grade Completed	Employment Status		
						M	D	Y														
01					HEAD																	
02																						
03																						
04																						
05																						
06																						
07																						

Have you received LIHEAP/Tribal assistance? Y / N Have you received Energy Share before? Y / N When? _____

Heating fuel type: Natural Gas / Electric / Propane / Fuel Oil / Wood / Coal Has your home been weatherized? Y / N / Don't Know

Have you applied elsewhere for assistance with this emergency? Y / N If so, where? _____

Type of Emergency: Income reduction Illness/injury Roommate issues Family Death Furnace not working Moving Expense Divorce/separation

Insufficient Income Garnishments Unexpected Expense Other _____

Full amount of assistance requested: \$ _____
 Energy Provider _____
PROVIDE COPY OF BILL AND/OR DISCONNECT NOTICE

Medical Expenses paid in past 3 months (Rx, co-pays, etc.) \$ _____

Medical bills outstanding total \$ _____

Monthly Household Income (verification required):

Wages/Salary \$ _____ Self-employment/Odd Jobs: \$ _____ Retirement/Pension: \$ _____ TANF: \$ _____

SS/SSI/SSDI \$ _____ Child Support \$ _____ CS case # _____ Food Stamps: \$ _____ Loans: \$ _____

Tribal Income: \$ _____ Family Support/Gifts: \$ _____ Other: _____

Assets: (verification required)

Checking: \$ _____

Savings: \$ _____

Cash on hand: \$ _____

Have you made any contact with the vendor regarding the past due bill? Yes / No

Are you in a payment arrangement: Y / N
Terms: _____

Account Number _____

Please explain if there are any adult household members who don't have a source of income, explain their means of survival and what efforts they're making to obtain an income (use additional pages as necessary): _____

Please describe in detail your specific, recent circumstances that prevented you from paying your utility bill (use additional pages as necessary): _____

Please briefly explain what action you will take to improve your situation to keep you from having another energy crisis (use additional pages as necessary): _____

Monthly Expense:	Monthly Amt Owed	"X" if paid last month:
Rent/Lot rent	\$ _____	
Mortgage	\$ _____	
Primary heat	\$ _____	
Electric	\$ _____	
Water/sewer/garbage	\$ _____	
Property taxes (monthly amt)	\$ _____	
Internet	\$ _____	
Cable	\$ _____	
Food (not covered by SNAP)	\$ _____	
Child Care	\$ _____	
Child Support	\$ _____	
Car payment	\$ _____	
Cost of gas, bus, taxi, etc.	\$ _____	
Auto Insurance	\$ _____	
Health Insurance	\$ _____	
Garnishments	\$ _____	
Fines or other penalties	\$ _____	
Credit Cards	\$ _____	
Loans	\$ _____	
Doctor/Dentist co-pays	\$ _____	
Prescriptions (out of pocket)	\$ _____	
Phones: home and cell	\$ _____	
Other (describe)	\$ _____	
TOTAL		

ENERGY SHARE OF MONTANA RELEASE OF CONFIDENTIAL INFORMATION AND WAIVER OF LIABILITY

AUTHORIZATION TO ENERGY SHARE OF MONTANA 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 Energy Share of Montana (ES) and/or to any agent or contractor of ES which is authorized to determine eligibility for Energy Assistance benefits. I authorize the disclosure or release of any information relevant to my eligibility for Energy Assistance 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 ES 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, and other sources which may be deemed necessary.

INFORMATION TO BE RELEASED OR DISCLOSED: Banking information, 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, VA 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 Fuel Assistance received from agencies, Utility Account Information: including, but not limited to, Utility Account and Billing Information, Child Support Payments, Benefit Information.

I understand this HRDC, Energy Share, Montana Department of Public Health and Human Services, and the local Energy Share Committee may have access to this information. I agree to hold this HRDC, Energy Share, and the local Energy Share Committee harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney's fees, as a result of a denial of my application in whole or in part. I understand failure to complete all spaces on this form and to provide any additional information requested on the attached pages may delay my application and/or result in denial. I understand by signing below that I authorize this HRDC to enter the information on this application in the Client Database. Only this HRDC, Energy Share and the Montana Department of Public Health and Human Services, access this information.

I understand that HRDC may be able to link me to other services based on my circumstances. I authorize HRDC to be provided information and/or documents for the purposes of eligibility determination, coordination of services, and supportive services.

This release of information is in effect for 18 months from last service received, or revoked by the client. Client must revoke this release in writing. **I certify the information provided herein is true, complete and correct to the best of my knowledge.**
I understand that the decision of this Local Committee is final and may not be appealed to the State Board of Directors.

SIGNATURE _____ Date _____ SIGNATURE _____ Date _____

SIGNATURE _____ Date _____ SIGNATURE _____ Date _____

EVERYONE 18 YRS AND OLDER MUST SIGN THIS APPLICATION.

FOR OFFICE USE ONLY

PROGRAM

Bill Assistance
Supplemental Wx
ARBR
Other

INCOME
\$ _____

% OF POV _____

EXPEND DATE _____

ASST TYPE

FF
Deposit
USB
Other

FREQUENCY:

Annually
Bi-weekly
Daily
Semi-Monthly
Monthly
Quarterly
Semi-Annually

AWARD TYPE

Grant
Matching Grant
Match Details: _____

EXPEND AMT _____

PRIOR ES: _____

STATUS

Approved
Denied

LIHEAP

Application Date: _____
Approved Date: _____
or Denied Date: _____
N/A - Out of Season

EMERGENCY

Income Reduction
Roommate/Tenant Issues
Illness/Injury
Family Death
Moving Expenses
Furnace Problems
Insufficient Income
Unexpected Expense
Garnishments
Divorce/Separation
Other: _____

REPAYMENT TOTAL:
\$ _____

VENDOR #1

Name: _____
Acct #: _____
Fuel Type: _____

VENDOR #2

Name: _____
Acct #: _____
Fuel Type: _____

App Date: _____
CHIMES Entry Date: _____

Signature/Sign-off: _____

USB Over-Inc. Justification: _____

NOTES: _____

ES checklist	reviewed
Chimes	history sheet
NWE history	vendor contact
NWE call	DB - ES tab
DB - income	balance sprdsht
DB - ES tab	call client
DOLI-wages	client letter
DOLI UI	
spreadsheet	MATCH: DB
history sheet	History Sheet
envelope	Vendor Contact
app pg 3	Balance sheet