



South Central Community Action Program

**SCCAP**

*Empowering people to reach their potential*

***Dear Energy Assistance Applicant,***

Enclosed you will find your application for the 2011-2012 Energy Assistance Winter Program. Please read through all of the information included inside this packet. We have included in this packet 2 copies of the Things to Remember form. Please read through the form, sign the white one and return it to us with your application and the other information listed below. Please keep the pink form for your records.

Once you have read the information, go ahead and complete the application. Before you send it in, please be sure you have included the items listed below:

1. Application form - Filled out completely and signed on both sides.
2. The white copy of 'Things to Remember' signed. (Please keep the pink copy for your information.)
3. Income documentation. (Refer to the "Income Documentation Table" included.)
4. Lease, if you rent your home. (Section 8 letter also if you are on that program as well)
5. Electric and gas bills - your most recent bills.
6. Copies of Social Security cards for each household member.

Once the application and all of the required information has been gathered, return the documents and the application to your local SCCAP office.

A completed copy of your application will be mailed to you as soon as the program allows us to release that information. If your application is denied, and you do not agree with the reasons for the denial, you may appeal the decision to SCCAP for review. If you are not satisfied with the determination, you may request further review from the State of Indiana by submitting an Applicant Notification Form to the Indiana Housing Community Development Authority.

**IMPORTANT:** Please continue to make payments on your utility bills each month. The State Moratorium does not begin until December 1st. Prior to that date, utilities could be turned off for non-payment.

If you have any questions or have trouble completing the application, please call your local SCCAP office at the numbers listed below.

Thank you,

*SCCAP Energy Assistance Staff*

**Monroe County**

Main Office

1500 W. 15th St.  
Bloomington, IN 47404  
Ph: 812.339.3447  
Fx: 812.334.8366

**Brown County**

168 Jefferson St.  
Nashville, IN 47448  
Ph: 812.988.6636  
Fx: 812.988.8586

**Morgan County**

133 W. Washington St.  
Martinsville, IN 46151  
Ph: 765.342.1518  
Fx: 765.342.3460

**Owen County**

145 N. Harrison St.  
Spencer, IN 47460  
Ph: 812.829.2279  
Fx: 812.829.2505

[www.inccap.org](http://www.inccap.org)



**INCOME DOCUMENTATION TABLE**

TYPE OF INCOME	DOCUMENTATION NEEDED	ALSO ACCEPTABLE
Employment	Most recent pay stub showing gross income + Wage Inquiry from Work One*(must have both) employer's signature and phone number)	Employer's statement (including YTD gross wages, dates of employment, and number)
Social Security	Current Award Letter	Current bank statement if direct deposit
SSI	Current Award Letter, recent bank statement if direct deposit, or copy of your check.	Current bank statement if direct deposit
Veterans Benefits	Current Benefits Statement	Current bank statement if direct deposit
Unemployment Compensation	Unemployment print-out from the Work One office.	
Workman's Comp/ Disability Insurance	Current Benefits Statement	Current bank statement if direct deposit
TANF	Print-out for last 12-months from FSSA office.	
Pension/ Retirement	Current Benefits Statement	Current bank statement if direct deposit
Child Support	Print-out for last 12-months from the Clerk's office.	Current bank statement if direct deposit
Interests/Dividends	Current statement showing monthly benefit	Current bank statement if direct deposit
Self Employment	IRS Tax form 1040 with all Schedules showing income from self-employment for the most recent tax year	Receipts of income received in last 12 months (cannot deduct expenses without tax documents)
Rental Property	IRS Tax form 1040 with all schedules showing income from rental property for the most recent tax year	
Student Loans/ Grants/Awards	Proof of all loans, grants, awards for the last 12-mo. (not counted but must be documented)	
Zero Income for any month in the last 12 months	Wage Inquiry from Work One + complete "Verification of Income" form**	
Odd Jobs (scraping, babysitting, etc.)	Provide written statement from payer's (including dates of payment and payer's signature) for the last 12-mos. + complete the "Verification of Income" form**	

\* In order to obtain a Work One wage inquiry, take your picture I.D. to the Work One office in Bloomington. You must pick it up personally; you cannot have someone else pick it up for you. If you do not have access to Work One you can sign a form to request that it be faxed to your local SCAP office. However, it may take up to 5-7 business days to receive the information.

\*\* A "Verification of Income" form has been included in this packet. A separate form should be filled out for every household member 18 and over who has zero income for any month in the last 12 mo. Or who has income that cannot be verified by other means. If additional forms are needed, you may copy the form or call your local SCAP office for extra forms.

IMPORTANT: If you have income from a source not listed here, please call your local SCAP office and speak with an Energy Assistance caseworker to determine what documentation is needed.



**South Central Community Action Program  
2011 – 2012 ENERGY ASSISTANCE PROGRAM**

In order to complete your application for Energy Assistance, you will need to provide:

- **Application** Fill out this application completely. List all individuals living in the household, complete every box, fill in every line, and answer every question. Incomplete applications will be returned.
- **Copies of Social Security Cards** for each household member.
- **Income Documentation** for any income received in the last 12 months for each household member 18 and over. Please consult the "Income Documentation" table for examples of acceptable documentation.
- **Lease Agreement** if you rent your home. If you rent and do not have a lease, contact your local SCCAP office for a landlord form.
- **Electric and Gas / Fuel Bills** most recent bills you have received.
- **Client Release of Information (below)** All household members 18 and over must sign.

Please return the application and all required documentation to your local SCCAP office. A letter regarding your eligibility and the amount of assistance will be mailed to you as soon as the program allows us to release the information.

**South Central Community Action Program**

Brown 168 Jefferson St. Nashville, IN 47448	Owen 751 E. Franklin St. Spencer, IN 47460	Morgan 133 W. Washington St. Martinsville, IN 46151	Monroe 1500 W. 15 <sup>th</sup> St. Bloomington, IN 47404
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**Client Release of Information  
All Household Members 18 and Over Must Sign**

Head of Household \_\_\_\_\_

Social Security #: \_\_\_\_\_

(Please Print)

In order to obtain assistance for my household, I hereby authorize South Central Community Action Program to release or obtain information about my income and/or services provided for members of my household. Contacts may include, but are not limited to:

- TANF
- Utility Vendors
- Child Support
- Social Security Admin
- Trustee
- Housing Authority
- Work One
- Landlord
- Employers

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

Other Household Signatures (18 and over) \_\_\_\_\_





## ENERGY ASSISTANCE PROGRAM

### *Things for YOU to Remember*

- ◆ Starting 2011-12, the Energy Assistance Program will only offer benefits if the utility is in the name of an adult household resident, age 18 and over.
- ◆ All EAP benefits are not final until submitted to the utility vendor for payment. Benefit amounts are subject to change pending review by the local community action agency.
- ◆ Actual payment of your EAP benefits may take up to 120 days from the application date.
- ◆ Even though you are getting help with your utility bills, EAP benefits will not cover them completely. So **YOU** must keep paying on your bills throughout the year.
- ◆ Once you are approved for EAP, *some* utility companies are regulated by a state law that says you can't be disconnected from December 1<sup>st</sup> through March 15<sup>th</sup>. However, you *may* be disconnected before December 1<sup>st</sup> or after March 15<sup>th</sup> if your financial obligation with utility vendor exceeds the amount of your EAP benefit.
- ◆ Remember that EAP is only helping you with your heating or cooling bills. **YOU** still need to keep your water, sewage, rent, and phone bills current.
- ◆ If you are having trouble keeping your bills current, **talk to a case manager** at the community action agency.
- ◆ If your utilities are currently past due, **talk with your utility company** to see if you qualify for a payment arrangement that will bring the bill current over time.
- ◆ Weatherization services may help reduce your energy consumption. Ask what you can do to conserve energy and how the weatherization program might help you.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*This form is mandated by Indiana Housing and Community Development Authority.*

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**Marion County**  
Main Office  
1500 W. 15th St.  
Bloomington, IN 47404  
Ph: 812.339.3447  
Ft: 812.334.8366

**Brown County**  
168 Jefferson St.  
Nashville, IN 47448  
Ph: 812.988.6636  
Ft: 812.988.8586

**Morgan County**  
133 W. Washington St.  
Martinsville, IN 46151  
Ph: 765.342.1518  
Ft: 765.342.3460

**Owen County**  
145 N. Harrison St.  
Spencer, IN 47460  
Ph: 812.829.2279  
Ft: 812.829.2505

[www.inhccap.org](http://www.inhccap.org)







South Central Community Action Program

# SCCAP

Empowering people to reach their potential

## ENERGY ASSISTANCE PROGRAM

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**Applicant Signature**

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**Date**

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**ENERGY SAVING CHECKLIST**

Doing the things listed below can reduce your heating bill up to 50%. Maybe you cannot do all of them but keep this list and work toward accomplishing each one. This list is in order of importance so that the first items will save the most energy and cost the least money.

1. Talk with everyone living in your home about ways you can save energy. Make a plan for accomplishing the weatherization goals below.
2. In winter, open doors and windows as little as possible; open refrigerator as little as possible.
3. Turn thermostat down, especially at night and when you will be away from home. Keep lights, TV and appliances off as much as possible.
4. Conserve hot water.
5. Seal all cracks around moving parts of doors and windows with weather-stripping, door sweeps, throw rugs, etc.
6. Stuff all cracks around doors and windows with insulation, newspaper, or cloth and/or seal with caulk
7. Seal off all unused portions of the home.
8. Stuff and seal all cracks or holes in walls, ceilings and floors inside and out
9. Cover up and seal all windows not needed (particularly on the north side and out the sun) with layers of cloth, newspaper or insulation.
10. Seal all glass around edges with glazing putty or caulk.
11. Replace or patch with tape all broken or cracked glass.
12. Insulate and turn down hot water heater and insulate water pipes.
13. Clean furnace and flue pipes, clean or replace furnace filter.
14. Seal foundation completely, basement windows should be covered and basement door weather-stripped.
15. Cover all windows with storm windows or plastic or both.
16. Cover all windows with curtains that seal around the edges.
17. Cover or insulate underneath floors.
18. Insulate ceiling and install attic vents.
19. Insulate walls.

PLEASE READ BOTH SIDES =====>

### **MORGAN COUNTY SCCAP OFFICE**

The Morgan County SCCAP Office serves as a representative for the Salvation Army Extension Office and works with the Emergency Shelter Program to address emergency needs of Morgan County residents. Morgan County SCCAP provides referrals to other agencies and general casework to Morgan County residents.

### **BROWN COUNTY SCCAP OFFICE**

The Brown County SCCAP Office provides referral services, client advocacy, and crisis intervention through general casework to Brown County residents. Referrals for food emergency housing, utility payments, and other emergency needs can be obtained at the Brown County SCCAP Office. The Brown County SCCAP Office serves as the coordinating site for the Medical Transportation Van Project, which provides transportation to and from medical appointments for Brown County residents.

### **OWEN COUNTY SCCAP OFFICE**

The Owen County SCCAP office operates the programs that the Agency provides. We also provide referrals to other agencies, local churches and Township Trustees who assist clients with their needs. In addition to the services provided by the SCCAP programs, the Owen County SCCAP Office is a Salvation Army site. The local office also houses the Owen County Habitat of Owen County, Indiana and Indiana Rural Community Assistance Program (RCAP) operated by the Indiana Community Action Association.

### **FAMILY DEVELOPMENT/**

### **SELF-SUFFICIENCY PROGRAM**

The Family Development/Self-Sufficiency Program is designed to help families with multi-dimensional problems become economically self-sufficient. Barriers often encountered are: lack of education, employment/training, vocational training, work experience, transportation, childcare, and life skills counseling.

Case managers work with the family to establish priorities and goals necessary to achieve self-sufficiency and form a step-by-step case management plan. Case managers work intensely with participants, providing life skills counseling, support, advocacy, decision-making and money management skills and reinforcement of positive self-esteem.

Local agencies work cooperatively to insure that the participant received appropriate services during their transition to self-sufficiency.

### **Circles™ Initiative**

The Monroe County Circles™ Initiative is a high-impact, community-owned strategy to build intentional friendships across race and class lines and aid vulnerable families in achieving self-sufficiency. Low-income participants attend a 15-week training, "Getting Ahead in a Just Getting by World," designed to increase their educational, financial, social and spiritual resources. Those who successfully complete the training are offered the option of participating in the Circles™ Initiative, which matches each participant, called a "Circle Leader," with trained "Circle Allies" who offer continued support. Weekly meetings help grow community, identify and address barriers to self-sufficiency and give back by offering information to the community about poverty in Monroe County.

### **SOUTH CENTRAL COMMUNITY ACTION PROGRAM**

[www.insscapp.org](http://www.insscapp.org)

### **MONROE COUNTY**

1500 W. 15<sup>th</sup> Street  
Bloomington, IN 47404  
812/339-3447  
Fax: 812/334-8366

### **MORGAN COUNTY**

133 W. Washington Street  
Martinsville, IN 46151  
765/342-1518  
Fax: 765/342-3460

### **BROWN COUNTY**

168 Jefferson Street  
Nashville, IN 47448  
812/988-6636  
Fax: 812/988-8586

### **OWEN COUNTY**

145 N. Harrison Street  
Spencer, IN 47460  
812/829-2279  
Fax: 812/829-2505



### **SOUTH CENTRAL COMMUNITY ACTION PROGRAM, INC.**

Serving Monroe, Morgan,  
Owen & Brown Counties

[www.insscapp.org](http://www.insscapp.org)



Revised 08/17/10

## VISION STATEMENT

South Central Community Action Program envisions communities where all citizens are able to meet their needs; including but not limited to, medical and dental coverage, shelter, food, and childcare. The opportunity exists for all citizens to maintain a quality lifestyle, and become self-sufficient. Their potential to grow is enhanced by gaining additional skills and education, utilizing community resources and volunteerism. South Central Community Action Program through community involvement is able to effect societal change to support this vision, so that citizens who temporarily fall below 200% of the Federal Poverty Guidelines find support.

## MISSION STATEMENT

We exist to provide opportunities for low-income citizens to move toward personal and economic independence.

## SCCAP'S PURPOSE OF COMMUNITY SERVICE

South Central Community Action Program, Inc. is a not for profit organization designed as the Community Action Agency for Monroe, Morgan, Owen, and Brown Counties.

Since 1965, the purpose of SCCAP has been to reduce the extent and impact of poverty in this service area. SCCAP, as enabler:

- Provides support and opportunity for self-development efforts by the low-income community and its members
- Engages in advocacy and representation of the interests of the low-income community, while facilitating self-representation.
- Networks with public and private agencies concerned with improving the quality of human life.
- Demonstrates innovative and effective approaches for dealing with causes and effects of poverty.

- Operates state and federal programs designed to meet specific needs of low-income individuals and families.

## SERVICES PROVIDED IN MONROE, MORGAN, OWEN, AND BROWN COUNTIES

### ENERGY ASSISTANCE PROGRAM

Income eligible households receive assistance in meeting the high cost of winter season heating costs. Emergency assistance is available to income eligible households who are in danger of disconnection from their gas or electric service or who cannot obtain fuel delivery during cold weather without help.

Summer Cool Program provides assistance to keep families cool with fans or electric assistance. Air conditioners may also be obtained for those with certified medical reasons. Energy Assistance also provides educational workshops on energy conservation to the families we serve enabling them to further reduce their energy costs through less consumption as well as providing energy tools necessary to help with lowering the homes usage.

### HEAD START PROGRAM

(Monroe County only)

The Head Start program is a federal program for preschool children from low-income families. We serve all of Monroe County by providing half-day and full-day program options at ten sites. Children participate in a variety of educational activities that reflect best practices in early education. We strive to create a learning environment that will develop cognitive, social, emotional, and physical skills. Services are offered to meet the needs of the children with special needs. We encourage parents to build their skills by becoming involved in our program. Parents' experience in Head Start raises their self-confidence and decision-making abilities.

### WEATHERIZATION PROGRAM

The purpose of the Weatherization Program is to reduce energy consumption in low-income households and to insure that each client has a safe operating heat source. Each client receives a complete furnace inspection and an energy audit.

SCCAP uses private contractors to install insulation and to seal the house. Both homeowners and renters are eligible for the Weatherization Program.

### SECTION 8 HOUSING PROGRAM

Section 8 Housing Vouchers assist very low-income households with safe, decent, and sanitary housing. This program allows households to find their own rental units within HUD's guidelines. The household's rent is subsidized based on their income.

Section 8 participants are eligible to participate in the Family Self Sufficiency Program which helps them attain financial independence. Participants will have an accumulative escrow account match rent based on earned income. Upon graduating from the program, the matching funds, plus interest, is theirs to use as they wish.

### INDIVIDUAL DEVELOPMENT

#### ACCOUNT PROGRAM (IDA)

The Individual Development Account Program (IDA) is designed to assist qualifying individuals to accumulate savings and develop personal finance skills. The accumulated funds are deposited with a financial institution and the accounts receive matching funds from state and federal sources. The yearly savings goal for individuals is \$400. The State of Indiana then matches those funds with a 3:1 ratio, giving the participant no more than \$1200. If, and when, there is a federal match, the ratio can fluctuate which can give the participant up to another \$400 - \$1200.

These funds are then monitored by CAP and the participant and can be used to purchase a primary residence, post secondary education costs for the participant, or a dependant, or the purchase, startup, or expansion of a business, as well as the rehabilitation of a home owned by an IDA participant. To qualify for this program, the individual's household must fall under the 175% income level, attend required financial classes and commit to monthly savings.

### AFFORDABLE RENTAL HOUSING PROGRAM

SCCAP has three rental units in the City of Bloomington and several units in Brown and Owen Counties. These units are rented to families who are at, or below, 50% of the area median income guidelines and are more affordable to families because rents are below the market rate.

### WHEELS TO WORK PROGRAM (WTW)

The WTW Program is designed to further assist families who have taken the steps to work toward self-sufficiency but are unable to obtain reliable transportation. The program accepts donated vehicles in good working order and provides families with dependable transportation.

### MONROE COUNTY SCCAP OFFICE

In addition to all other programs detailed in this brochure, the Trash Bag & Sticker Program is designed to provide income eligible clients with trash stickers for City of Bloomington residents and trash bags for Monroe County residents at no cost.

The Water Program is available to income eligible clients of the City of Bloomington to assist with the cost of their water bill. It is available to clients that receive service from the City of Bloomington Utilities only.