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[www.changeinc.org](http://www.changeinc.org)     
*CHANGE, Inc. is an equal opportunity provider & employer.*

Dear Community Friends,

CHANGE, Inc. is pleased to announce that we are currently accepting applications for the **Emergency Repair and Replace Program (ERRP)**. The **ERRP** which is administered on behalf of the Department of Health and Human Resources, is accepting applications in your area. **ERRP** aids households in need of emergency heat, including the repair or replacement of non-operable heating units. This program also aids households in providing portable air conditioning units.

To be eligible individuals and families must be living in Hancock, Brooke, Ohio or Marshall Counties and, they must also meet the income guidelines.

Applications for the **Emergency Repair and Replacement Program (ERRP)** are accepted through the Department of Health and Human Resources (DHHR), on-line through the LITT Lite portal, or at [changeinc.org](http://changeinc.org), using the Low-Income Energy Assistant Program (LIEAP) application. Applications can also be obtained by calling or stopping in one of our office locations.

Completed applications must include the following: (1) All intake forms (2) Copy of the individual's state issued photo ID (3) Proof of income for all persons in the home receiving income (if 18 years or older and no income, a no income affidavit must be included) (4) Heating bills (gas, oil, wood, kerosene) (5) Electric bill.

For your convenience a copy of the application has been enclosed, please feel free to copy and distribute to your clients that may be in need of services.

CHANGE, Inc. is a local non-profit organization serving northern West Virginia (Hancock, Brooke, Ohio and Marshall Counties) and Jefferson County, Ohio as well as surrounding communities providing various programs and services. Our mission is to build partnerships, consolidate resources and integrate services to empower families to overcome the causes of poverty and live healthy lives.

Questions about this program or for a complete list of programs and services available, please contact us at (304) 797-7733.

Sincerely,

  
Lisa Mowry  
Chief Executive Officer

  
Walter Dawson  
Emergency Repair & Replace Program Supervisor



**West Virginia Department of Health and Human Resources (DHHR)**  
**APPLICATION FOR LOW INCOME ENERGY ASSISTANCE PROGRAM (LIEAP)**

Regular LIEAP  
 Emergency LIEAP

**I. IDENTIFYING INFORMATION**

A. Name and Mailing Address of Applicant:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

If you do not have a telephone, please supply the name of a relative or neighbor who will take a message for you.

Name \_\_\_\_\_ Phone \_\_\_\_\_

B. Check any benefit being received by you or a member of your household:   
 SNAP Benefits  WV WORKS  Medicaid

C. Directions to your home: \_\_\_\_\_

D. Race (check one or more):  
 White  Black  American Indian  Asian

E. Ethnicity:  Hispanic  Non-Hispanic  
 If other race, please explain: \_\_\_\_\_

F. List the following information about yourself (Applicant) and ALL persons in your household. This includes family members and all others living under the same roof:

Full Name	Is this person a U.S. Citizen?	Birth Date mm/dd/yy	How is this person related to the Applicant?	Social Security Number	Total Monthly Income Before Deductions	
					Source or Name of Employer	Amount
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**III. SIGNATURES AND STATEMENTS OF LIABILITY**

*Place a check in the appropriate block with each statement.*

Yes  
 No I certify that I have read or had read to me all statements on this form and I do understand all questions. I further certify that all information given is true and correct to the best of my knowledge.

Yes  
 No I understand I may request a hearing if I am not satisfied with any decision of the local Department of Health and Human Resources (DHHR) office in determining my eligibility for LIEAP or the amount of benefits approved, or if I feel that I have been discriminated against because of race, color, national origin, sex, age, religious or political beliefs, or because I am disabled, that I may be represented by an attorney at a fair hearing but that DHHR or any of its authorized representatives will not pay for these legal services; and that LIEAP intake will close without prior notice.

Yes  
 No I understand that I may be asked to provide additional information or verify any or all information entered on this application form and that I will cooperate by providing such information as required in determining my eligibility for LIEAP, and I authorize DHHR to use and share all such information with other agencies, organizations, or entities to verify eligibility for LIEAP and the amount of benefits.

Yes  
 No I understand that the date of application is the date I submit the completed form along with all required verifications and information, and that missing information may result in delay and/or denial of LIEAP benefits.

Yes  
 No I give my consent for my heating and electric companies to give data about my account and energy usage to DHHR contractors for the Low Income Energy Assistance Program (LIEAP) and the Weatherization Program.

Yes  
 No I understand that if I knowingly provide false or fraudulent information that is used in connection with the eligibility determination for LIEAP, I may be subject, upon conviction, to fines or imprisonment or both. I understand I will be required to repay benefits received to which I am not entitled and that my failure to repay such benefits may result in loss of future LIEAP benefits.

Yes  
 No I agree and authorize any bank, financial institution, governmental agency or department, corporation, business concern or person to furnish any information which relates to my eligibility for and receipt of LIEAP to DHHR or any of its authorized representatives, and understand DHHR may use or share such information to verify my eligibility for and the amount of benefits.

Yes  
 No I understand that I will be notified in writing within 30 days from the date my completed application is received by DHHR of the decision made on my application and that I may request a hearing if I have not been notified within 30 days. If I receive a direct payment, I understand it must be used to pay for the cost of primary home heating and that a receipt which verifies my payment for this must be submitted with my application for Emergency LIEAP. I understand that if I am found eligible, I am entitled to only one Regular LIEAP payment and one Emergency LIEAP payment during the LIEAP season.

MAIL THIS APPLICATION TO YOUR LOCAL DHHR OFFICE ONLY - NOT TO YOUR HEATING SUPPLIER. YOU MAY ALSO TAKE IT TO YOUR LOCAL COMMUNITY ACTION AGENCY OR SENIOR CENTER.

**PLEASE PROVIDE YOUR ELECTRIC BILL and YOUR MAIN HEATING SOURCE BILL WITH THIS APPLICATION. If electric is your main heat source, you will only need to provide the electric bill; otherwise, please provide both.**

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Who Helped You Fill Out This Form

\_\_\_\_\_  
Date

***This application cannot be processed unless all information requested has been entered or attached and it is signed and dated by you and the person who assisted you.***

**II. HOME HEATING INFORMATION**

*Instructions: Please check the correct box that applies to your household after each question and enter written statements where required.*

- A. What is your current living arrangement?  
 House/apartment/mobile home     No shelter/homeless  
 Institution     Other (explain) \_\_\_\_\_
- B. Is anyone in your household disabled or blind?  
 Yes     No
- C. Do you or someone in your household pay for your home heating costs?  
 Yes     No  
If yes, what is the average monthly cost? \_\_\_\_\_  
If no, who pays? \_\_\_\_\_
- D. How do you heat your home?  
(Check the item that corresponds to your primary source of home heating.)  
**PLEASE CHECK ONLY ONE.**  
 Natural gas furnace  
 Liquefied gas (petroleum, propane, etc.)  
 Coal  
 Wood or wood products  
 Electric furnace  
  
 Fuel oil or kerosene furnace  
 Baseboard heat  
 Space heater (type) \_\_\_\_\_  
 Other \_\_\_\_\_
- E. Main heating source (same source as Question D)  
Company/Vendor \_\_\_\_\_  
Account # \_\_\_\_\_  
Is your heating source included in your rent?  
 Yes     No

Is the name on your heating bill different from the applicant's name?

Yes     No

If yes, what is the name?

First \_\_\_\_\_ Last \_\_\_\_\_

Do you share a main heating source with another household?

Yes     No

- F. Electric  
Company/Vendor \_\_\_\_\_  
Account # \_\_\_\_\_  
Is your electricity included in your rent?  
 Yes     No  
Is the name on your heating bill different from the applicant's name?  
 Yes     No  
If yes, what is the name?  
First \_\_\_\_\_ Last \_\_\_\_\_  
Do you share an electric meter with another household?  
 Yes     No
- G. Do any of these apply to you today?  
Already disconnected     Yes     No  
Company name \_\_\_\_\_  
Received a disconnect notice     Yes     No  
Company name \_\_\_\_\_  
Past due bill     Yes     No  
Company name \_\_\_\_\_

Are you low on fuel/wood/coal (less than 3 days remaining)?

Yes     No

Are you out of fuel/wood/coal?

Yes     No

Non-working furnace/ boiler/heat system?

Yes     No