

T.E.A.C.H., Inc.
Home Energy Assistance Program
112 East 2nd Street
Alturas, CA 96101
(530)233-3111 x 221

DUE TO THE OVERWHELMING DEMAND FOR SERVICES AND THE LIMITED RESOURCES AVAILABLE, THE STATE OF CALIFORNIA REQUIRES THAT WE ESTABLISH A PRIORITY PLAN. THE PRIORITY PLAN PROVIDES A METHOD FOR SERVING THOSE WITH THE GREATEST NEED FIRST.

SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE THAT YOU WILL RECEIVE ASSISTANCE

Please read this instruction sheet before filling out application.

1. Please circle below the type of energy assistance you are requesting. You may only receive assistance with one.

Propane – Heating Oil – Kerosene – Diesel – Firewood – Pellets – Electric

2. Indicate the company you wish to be paid, i.e. Staub's, Amerigas, Surprise Valley electric, or Pacific Power. We cannot pay Pacific Pride Accounts at Staub's. Please include your account number.
3. Return with completed intake form:
 - ✓ Current income verification for past 30 days, for everyone in the household.
 - ✓ Current month electric bill. It cannot be final or closing bill, *even if you are not requesting assistance with your electric bill.*
 - ✓ Copy of all current energy bills for propane, heating oil, and kerosene, even if you are not requesting assistance with it. The bill must show date of delivery and total cost.
 - ✓ Fill out wood usage form if you use wood, even if you are not requesting assistance with wood.
 - ✓ Sign Client Education Confirmation of Receipt; this packet includes energy education and budgeting information.
4. Return all pages of application and make sure the Intake Form is signed and dated with all the requested information to:

T.E.A.C.H., Inc.
112 East 2nd Street
Alturas, CA 96101
Attn. HEAP

If all the necessary paperwork is not enclosed it will delay your assistance.

If you have any questions call (530) 233-3111

Thank You

T.E.A.C.H., Inc.
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This must be completed for evaluation of household eligibility for assistance.

Name: _____ Social Security Number _____

Home Address: _____ City: _____ Zip _____

Mailing Address: _____ City: _____ Zip _____

Home Phone: _____ Message Phone: _____

List all household members below:

Name	Relationship	Age	Disabled	Income Amount & Source
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Total Household Members _____ Has your residence been weatherized? Yes No

Is your residence House Apartment Duplex Mobile Home Other _____

Do you own or rent _____ Monthly rent or mortgage _____

All Heating Sources:

N/A	Estimates	Monthly Amount	Yearly Amount
	Electric		
	Propane, Kerosene, Oil, Diesel		
	Wood		
	Pellets		

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Home Energy Assistance

Firewood Usage Form

Our/My household uses approximately _____ cords of firewood during the winter months to heat our/my home.

We/I spent \$ _____ per cord. A cord of firewood lasts approximately _____ months.

Signature

Date

Residence Address _____

SURVEY OF INCOME AND EXPENSES

You are being asked to complete this form because you requested assistance, and state that your entire household cannot provide proof of income. The State of California requires the applicant to report all sources of income. This form will help us understand how you are meeting expenses. Please complete the information below:

Name and Address	
Name:	
Address:	

Section 1: Do you have sources of income you forgot to report?						
YES	NO	During the previous month have you been employed part time?				
YES	NO	During the previous month have you been self-employed?				
YES	NO	During the previous month did you receive money for any work that you perform only once in a while, like yard work, child care, donating blood, etc?				
YES	NO	During the previous month have you received any gifts of money from anyone? If yes, please list the name and phone number of the person who gave you the gift:				
YES	NO	During the previous month did you receive any of the following: (circle any that apply)				
		WORKER'S COMP	UNEMPLOYMENT	GOVERNMENT SPONSORED BENEFITS	CHILD SUPPORT	
YES	NO	Do you receive any of the following (circle any that apply)				
		ANNUITY PAYMENT	PENSION	TRIBAL CASINO PAYMENTS	RENTAL INCOME	INSURANCE BENEFITS

Section 2: Are you spending your savings or borrowing money to cover monthly expenses?		
YES	NO	Are you using savings or a home equity loan? How much? _____
YES	NO	Are you using some other asset? How much? _____
YES	NO	Are you borrowing from credit cards? How much? _____
YES	NO	Are you borrowing from some other source? How much? _____

Section 3: Please tell us how you paid these monthly expenses during the previous months:			
EXPENSE	MONTHLY COST	HOW HAS THE EXPENSE BEEN PAID?	IF SOMEONE ELSE PAYS FOR YOU, PLEASE COMPLETE:
Rent or Mortgage	\$		Name: _____ Phone: _____ Address: _____
Utility Bills	\$		Name: _____ Phone: _____ Address: _____
Food	\$		Name: _____ Phone: _____ Address: _____

Section 4: If none of the above applies to you, please explain how your monthly expenses were paid:

Signature: _____

By signing this form, I affirm that I believe these facts are accurate and true. I give the Service Provider my permission to verify this information. I may be held liable under federal or state law for knowingly making false or fraudulent statements.

Signature

Date

CLIENT EDUCATION CONFIRMATION OF RECEIPT

Name of Occupant				Age of Dwelling	
Address of Dwelling					
Confirmation of Receipt					
I have received the following information:					
<input type="checkbox"/> Lead-Safe Education – A copy of the pamphlet, <i>Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools (effective 12/22/08)</i> , informing me of the potential risk of the lead hazard exposure from weatherization/renovation activity to be performed in my dwelling unit.					
<input type="checkbox"/> Energy Education – Information regarding changes I can make in order to reduce the energy consumption of my household.					
<input type="checkbox"/> Mold and Moisture Education - A copy of the pamphlet, <i>A Brief Guide to Mold and Moisture In Your Home</i> , informing me of how to clean up residential mold problems and how to prevent mold growth.					
<input type="checkbox"/> Budget Counseling - Information regarding personal financial management.					
Signature of Recipient				Date	
Self-Certification Option					
I certify that I attempted to deliver the following information to the dwelling listed above:					
<input type="checkbox"/> Lead-Safe Education <input type="checkbox"/> Energy Education <input type="checkbox"/> Mold and Moisture <input type="checkbox"/> Budget Counseling					
<i>If the information was delivered but a signature was not obtainable, you may check the appropriate box below.</i>					
<input type="checkbox"/> Refusal to Sign — I certify that I have made a good faith effort to deliver the information to the dwelling unit listed above at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the information at the unit with the occupant.					
<input type="checkbox"/> Unavailable for Signature — I certify that I have made a good faith effort to deliver the information to the dwelling unit listed above and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the information at the unit by sliding it under the door.					
Attempted delivery dates and times					
Date	Time	Date	Time	Date	Time
Signature (Agency Representative)			Print name		
Mailing Option:					
I certify that I have mailed the following information to the dwelling listed above (attach copy of Certificate of Mailing for lead-safe education only):					
<input type="checkbox"/> Lead-Safe Education <input type="checkbox"/> Energy Education <input type="checkbox"/> Mold and Moisture <input type="checkbox"/> Budget Counseling					
Signature (Agency Representative)			Print name		Date mailed

WINTER ENERGY SAVING TIPS

- Turn your thermostat to 68 degrees or less during the day and evening (Health Permitting) and 55 degrees or off at night or when away from home.
- Wear warm clothing (sweater, robe, thermal pajamas, socks, slippers, etc.)
- Use lots of blankets
- Open drapes to let the sun heat your home during the day and close them at night to help insulate
- Close unused rooms and the vents that heat those rooms
- Take a shower instead of a bath and take shorter showers
- Turn off kitchen, bath, and other ventilating fans after they've done their job
- Clean warm air registers, baseboards heaters and radiators as needed. Make sure they aren't blocked by furniture, carpeting or drapes.
- Close your fireplace damper when not in use.
- Set your water heater to the normal setting or 120 degrees, unless your dishwasher requires a higher setting
- Wash dishes by hand and fill the sink with water instead of letting it run.
- Do only full loads when using your dishwasher and clothes washer
- Use cold water when washing clothes
- Use energy saving control on your dishwasher if it has one
- Let dishes air dry
- Hang clothes to dry
- Clean your clothes dryer's lint trap after each use

In these tough times,
paying your electric bill
can be a challenge.

We know how to help.

Pacific Power has a variety of options to help those facing financial hardships:

- **working out a plan to spread payments out over a longer period.**
- **setting up Equal Pay Plan to equalize the amount due each month.**
- **changing payment due date to a more convenient day for you, if the current monthly due date is a problem.**
- **helping limited-income households find local energy assistance agencies.**
- **assistance in managing your overall energy use.**

Please give us a call at the first sign you may not be able to pay your electric bill, while it is still easier to manage. We have trained, highly knowledgeable people who want to help. Look to us for assistance in finding the answers you need.



Call us toll-free: **1-888-221-7070**

or visit: **pacificpower.net/assistance**



Let's turn the answers on.

Ten things you can do this winter **to save energy and money.**

1. When you are home and awake, **set your thermostat as low as comfortable.**
We recommend 68 degrees or below.
When you are asleep or out of the house set-back the temperature by 10 to 15 degrees for eight hours every day (or night), and you will lower your heating bills by about 10 percent.
2. **Cover drafty windows** with a heavy-duty, clear plastic sheet on the inside of window frames during winter months.
3. Set your **water heater setting to 120 degrees** and look into draining your water heater annually.
4. Wash your clothes in **cold water**, and wash only full loads.
5. Use your dishwasher at **full capacity, and air dry your dishes** instead of using the dishwasher's drying cycle.
6. Switch to **compact fluorescent light bulbs in fixtures that are most used (3+ hours a day).** They use about 25% of the energy as regular light bulbs.
7. Set **refrigerator temperature between 37 and 40 degrees**, and your freezer at 0.
8. **Unplug old refrigerators** in garages or basements that might be used as storage, but are inefficient and not fully utilized.
9. Turn it **off when it is not needed**, especially if it is used for heating. Unplug appliances (coffee makers, microwaves, TVs, VCRs) when not in use; Plug home electronics, such as TVs, DVD players and computers into power strips; turn off the power strips when the equipment is not in use.
10. Improve your home's heating and cooling systems by **cleaning or replacing furnace filters** and routine system maintenance to help air flow through the system more efficiently.

Be aware of how electricity is used in your daily life. **Everybody is different.** Even two identically-built houses or two identically-sized families will have different consumption habits. Take a little time to think about how you use energy, familiarize yourself with how to read the meter, and go ahead and read it regularly for awhile. Reading the meter is easy. If you read your meter regularly for a few weeks, it will teach you a great deal about your own power consumption and may give you ideas about what has the most impact in your home.

For more bright ideas visit pacificpower.net.



Let's turn the answers on.

EVERYDAY BUDGETING & MONEY SAVING TIPS

Looking to start saving money, but don't know where to begin?

The biggest savings often lie in the areas where you spend the most money.

Average household spending		% of expenditures
Average income (before taxes)	\$63,091	N/A
Average annual expenditures	\$49,638	N/A
Housing	\$16,920	34%
Transportation	\$8,758	17%
Food	\$6,133	13%
Personal insurance and pensions	\$5,336	11%
Other	\$5,060	10%
Health care	\$2,853	6%
Entertainment	\$2,698	5%
Apparel and services	\$1,881	4%

(Source: U.S. Department of Labor, Bureau of Labor Statistics' Consumer Expenditure Survey 2007)

Housing and Utilities

If you're struggling with an unaffordable mortgage or rent payment, moving to a cheaper place or getting a roommate may be options. Otherwise, here are some ways to lower your housing costs:

- Refinance your mortgage to get a lower rate or switch from a 15-year mortgage to a 30-year loan.
- Challenge your property-tax assessment.
- Investigate whether bundled service (phone, high-speed Internet and television) might save you money.
- Wash only full loads of dishes or clothes.
- Use shades, blinds, and drapes to regulate your home temperature.
- Install a programmable thermostat so your home is heated or cooled only when you're actually there.

Transportation

Buying used cars and driving them for years is a great way to reduce your lifetime transportation expenses. For short-term ways to reduce your transportation costs, try to:

- Raise the deductibles on your auto-insurance policy.
- Strive to get insurance discounts such as good-driver, good-student, and multiple-car discounts.
- Investigate carpools and public transportation, and see if your employer offers any subsidies.
- Bike or walk as often as possible.
- Avoid repair bills by maintaining your vehicles properly with regular oil and filter changes.
- Group your errands and if you have more than one car, use the vehicle with better gas mileage.

Food

Dining out utilizes nearly half the average family's food expenditures, so eating in more often is one of the fastest ways to trim your food budget. Other ways to control costs include:

- Bring lunches and snacks to work.
- Make at least one or two meatless meals each week.
- Buy fruits and vegetables in season.
- Check your fridge daily to use items before they go bad.
- Give up a vice (smoking, drinking, soda, or salty snack foods).
- Use the weekly grocery store circulars to see what's on sale and plan meals accordingly.

Personal insurance and retirement

You might be tempted to cut back on your 401(k) contributions to pay off debt, but that's not a good idea, if you can possibly avoid it. Most companies with 401(k) plans offer matching funds, so failing to contribute means you lose out on free money. Here are better areas to look for savings:

- Consider refinancing your term life insurance; rates have dropped in the past decade so you might be able to qualify for a lower premium.
- If you have a long-term disability policy, investigate the savings if you opt for a longer waiting period to reduce premiums (if you have an emergency fund).
- Suspend contributions to annuities and other accounts that don't offer matching funds or tax breaks.

Health care

With the ever-rising health care costs, employers are asking their workers to take on a larger share of the expense. Try these tips to save on health care expenses:

- Buy generic/store-brand drugs.
- Order prescriptions by mail or via internet.
- Look for free and low-cost clinics.
- Find out if discounts are available when you pay with cash.
- Monitor insurance claims to make sure you're not getting stuck with the bill.

Clothing and services

Many people change their wardrobe with the latest fashion trends. Others simply refuse to wear the same outfits twice. Try these tips for limiting your clothing expenses:

- Inventory your wardrobe and buy pieces that work with what you already own.
- Avoid dry-clean-only clothing.
- Make hair appointments at beauty schools, rather than full-priced salons.
- Drop your health club and form a walking or jogging group with friends.
- Ask friends and relatives for hand-me-downs.
- Check out consignment and thrift stores for slightly used items.

ABOUT ACCC: American Consumer Credit Counseling (ACCC) is a non-profit 501 (c)(3) organization dedicated to empowering consumers to regain control of their lives through education, counseling and debt management. ACCC provides individuals with practical solutions for solving financial problems and recognizes that consumers' financial difficulties are often not the result of poor spending habits, but more frequently from extenuating circumstances beyond their control. As one of the nation's leading providers of financial education and credit counseling services, ACCC works with consumers to help them with the best plan of action to reduce their debt and regain financial stability. For more information or to access free financial resources log on to www.consumercredit.com

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