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

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Seasonal or Migrant Farmworker The information or Migrant Farmworker The information or this application will be used to determine and verify my eligibility for assistance. My signature gives consent for this information to be shared with other offices of the state and federal governments. It understand that if my application for LIHEAP/DOE benefits or services is denied, or if I receive untimely response or unsatisfactory performance, I may initiate a written appeal with the local service provider and my appeal shall be reviewed no later than 15 days after the appeal is received. If I am not satisfied with the local service provider's decision I may then appeal to the Department of Community Services and Development pursuant to Title 22, california Code (agulations section 100805. If applicable, I hereby authorize installation of weatherization measures to my residence at no cost to me. I declare, under penalty of perjury, that the information on this application is true, correct, and that the funds received will be used solely for the purpose of paying my energy costs. Applicant's Signature Applicant's Signature Date Witness' Signature (if signed with an X) Applicant's Signature AGENCY NAME: Community Services and Development (CSD). UNIT RESPONSIBLE FOR MAINTENANCE: Home Energy Assistance Program (HEAP). AUTHORITY: Government Code Section 16367.6 (a) Names CSD as the agency responsible for managing HEAP. PURPOSE: The information you provide will be used to decide if you are eligible for a LIHEAP payment and/or weatherization services. GIVING INFORMATION: This program is voluntary. If you choose to apply for assistance, you must give all required information. OTHER INFORMATION: CSD uses statistical definitions from the annual update of the Department of Health and Human Services' State Medical Income Poverty Guidelines, to determine program legibility. Decides and discriminate in the provision of services on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental	Native American			\$							-									
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T.E.A.C.H., Inc. Home Energy Assistance Program

This must be completed for evaluation of household eligibility for assistance.

Name	·		ocial Security N	ecurity Number					
Home	ne Address:		C	ity:	Zip				
Mailir	Mailing Address:			ty:	Zip				
Home	Phone:		M	essage Phone:					
List al	l household membe	ers below:	1		1				
Name		Relationship	Age	Disabled	Income Amo	ınt & Source			
				□ Yes □ No					
				□ Yes □ No					
				☐ Yes ☐ No					
				☐ Yes ☐ No					
				☐ Yes ☐ No					
				☐ Yes ☐ No					
				☐ Yes ☐ No					
				□ Yes □ No					
Total I	Household Member	ın Lio	e vour	· · · · · · · · · · · · · · · · · · ·					
Is you	r residence □ Hous	e ⊔ Apartment	: ⊔ D uj	-		r			
Do you	u own or rent			_Monthly rent o	r mortgage				
All He	eating Sources:								
N/A		Estimates			Monthly Amount	Yearly Amount			
	Electric								
	Propane, Keros	sene, Oil, Dies	sel						
	Wood								
	Pellets				-				

T.E.A.C.H., Inc. Home Energy Assistance

Firewood Usage Form

Our/My household us months to heat our/m		cords of firewood during the winter
We/I spent \$ months.	per cord. A cord of firev	vood lasts approximately
Signature		Date
Residence Address _	1.000	

Department of Community Services and Development

CSD 43B (rev.1/31/2012)

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	e and a	Address									
Name	e:										
Addre	ess:										
Section	on 1:	Do you have s	ources of income you forg	ot to report	:?						
YES	NO	During the	previous month have you l	een emplo	yed part	time?					
YES	NO	During the	previous month have you b	oeen self-en	nployed	?					
YES	NO	child care,	previous month did you re donating blood, etc?								
YES	NO		previous month have you r the person who gave you t		gifts of	money fror	n anyone? If	yes, plea	se list the	name an	d phone
YES	NO		previous month did you re	ceive any of	the foll	owing: (circl	e any that ap	ply)			
14.5	110		r's Comp Unemployme				SORED BENEFITS			CHILD SUPI	PORT
YES	NO		eive any of the following (- _T				
	ļ	ANNUITY P	AYMENT PENSION	TRIBAL	CASINO P	AYMENTS	RENTAL INC	OME	INSU	JRANCE BE	
Section	on 2: /	Are you spend	ling your savings or borrov	ving money	to				,i ß		7.7
		hly expenses?	- -					cultive	ડાદ	ı	
YES	NO	Are you usi How much	ng savings or a home equit ?	y loan?							
YES	NO		ng some other asset?								
		How much	The state of the s			man particular particu					
YES	NO	How much	rrowing from credit cards?								
		. 	rrowing from some other s	ource?							
YES	NO	How much	-								
'a sel s	O. f	Nonco toll us l	now you paid these month	lu ovnanca	duzina	the province	c months:	.			
	-T	MONTHLY			<u> </u>					a <u></u>	
EXPE	4SE	COST	HOW HAS THE EXPENSE BE	EN PAID?	IF SOME	ONE ELSE PAY	FOR YOU, PLEAS	SE COMPLE	TE:		
Rent	or				Name:			Phone	;		
viortg	•	\$			Address						
F 12 * *					Name:			Phone	;		
Utili Bill:		\$			Address:			1			
Foo	d	\$	4.44		Name:			Phone			-
				:	Address:						
ectio	n 4: I	f none of the	above applies to you, plea	se explain h	ow you	monthly e	xpenses were	paid:			

Signature

Date

CLIENT EDUCATION CONFIRMATION OF RECEIPT

Name of Occ	upant					Age	of Dwelling
Address of I	welling						
an parameter and the second			Confirma	tion of Receipt			, , , , , , , , , , , , , , , , , , ,
I have receiv	ed the following	; informa	ation:				
☐ <i>Famili</i> the lea	<i>es, Child Care I</i> d hazard exposu	<i>Provider:</i> ire from	<u>s, <i>and Schools</i></u> (e weatherization/re	t, <u>Renovate Right: In</u> ffective 12/22/08), is the inovation activity to	nformir be perfo	ng me of the ormed in my	potential risk of dwelling unit.
of my	household.			nges I can make in c			
				pamphlet, <u>A Brief C</u> atial mold problems			
☐ Budge	t Counseling -	Informat	ion regarding per	sonal financial man	agement	t.	
Signature of	Recipient				Date		
			Self-Certif	ication Option			
I certify that	I attempted to d	eliver the	e following inform	nation to the dwelli	ng listed	l above:	
☐Lead-Saf	Education	E	Cnergy Education	☐ Mold and M	oisture	☐ Budg	et Counseling
If the inform	ation was delive	red but c	a signature was n	ot obtainable, you n	nay chec	k the appro	priate box below.
unit lis	ted above at the	date and	d time indicated a	good faith effort to d and that the occupan T the information at t	t refused	l to sign the	confirmation of
the dw	elling unit listed	l above a	and that the occup	ve made a good fait bant was unavailable mation at the unit by	to sign	the confirm	ation of receipt. I
Attempted d	elivery dates and	l times					
Date	Time		Date	Time	Date		Time
Signature (A	gency Represen	tative)		Print name			
			Mailir	ng Option:			
•	I have mailed the ead-safe educati			o the dwelling listed	above (attach copy	of Certificate of
☐Lead-Safe			Cnergy Education	☐ Mold and M	oisture	☐ Budg	et Counseling
Signature (A	gency Represent	tative)		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.

- I. 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.
- Cover drafty windows with a heavy-duty, clear plastic sheet on the inside of window frames during winter months.
- Set your water heater setting to 120 degrees and look into draining your water heater annually.
- Wash your clothes in cold water, and wash only full loads.
- 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.
- Set refrigerator temperature between
 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.

MONEY MANAGEMENT MEMO

"Today's Education is Tomorrow's Success"

THE CREDIT COUNSELING PROFESSIONALS

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%

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.

ABOU'I' 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