*Sample Instruction Sheet*

**Low-Income Home Energy Assistance (LIHEAP)**

Step 1 - complete the application

Step 2 - complete the Client Data Request Waiver

Step 3 – complete the Declaration of Household Income Form (if necessary)

Step 4 - read the Summarized Eligibility Requirements. This is yours to keep.

Return the signed documents to Community Action along with your most recent power, natural gas, and/or propane bills.

***Important: Processing your application may take time. Once it is approved, we will notify you. The payment will be mailed directly to your utility provider and posted to your account.***

**Availability to LIHEAP is not guaranteed. If you have not heard from us within 30 days, please contact the person listed below.**

**Are there any other service needs we can assist you with? If so, please contact us at**

Agency Name:

Agency Phone Number:

Agency Name Email Adress:

Agency Website: