

# REQUEST FOR RESTRICTED PAYMENTS

\_\_\_\_\_ COUNTY DEPARTMENT OF SOCIAL SERVICES

CASE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CATEGORY/CASE TYPE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

## SEE BACK OF PAGE FOR AN EXPLANATION OF YOUR OPTIONS

### 1. SHELTER

I request the Department of Social Services restrict \$\_\_\_\_\_ of my Temporary Assistance Grant and send it directly to my landlord.

### 2. Energy-Domestic and/or Heating

#### A. Restrictions

##### DOMESTIC ENERGY ONLY

I request the Department of Social Services restrict an amount not to exceed the average monthly amount of the Domestic Energy cost from my Temporary Assistance Grant to pay my Domestic Energy Bill.

##### HEATING ONLY

I request the Department of Social Services restrict an amount not to exceed the heating allowance from my Temporary Assistance Grant to pay my heating bill.

##### COMBINED DOMESTIC ENERGY/HEATING

I request the Department of Social Services restrict a total amount not to exceed the average monthly amount of the Domestic Energy Cost and Heating allowance from my Temporary Assistance Grant to pay my Domestic Energy Heating bill.

#### B. Energy Payments

**I request the Department of Social Services pay my entire Domestic only bill (Required for Grantee cases)**

I request the Department of Social Services pay my entire Heating bill. (Required for Case Type 12/17 and Grantee cases)

I request the Department of Social Services pay my entire Combined bill. (Required for Grantee Cases)

\_\_\_\_\_  
SIGNATURE OF RECIPIENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF WORKER OR WITNESS

\_\_\_\_\_  
DATE

## OPTIONS

### FAMILY ASSISTANCE AND CASH SAFETY NET ASSISTANCE:

You have the right to request to have all or part of your grant restricted to pay bills such as shelter, heat and/or domestic energy. If you request to have your grant restricted to pay for your heat and/or domestic energy bill(s), your cash temporary assistance grant will be reduced by your heating allowance and/or the billing amount for your domestic energy.

The Department of Social Services may choose to place a Family Assistance or Cash Safety Net Assistance recipient on vendor restriction if it is a less expensive or more easily controlled method of payment.

### NON-CASH SAFETY NET ASSISTANCE:

State law mandates that the maximum shelter allowance for your Family size, as based upon your case circumstances, must be restricted from your Temporary Assistance grant and sent directly to your landlord. You may request that the Department of Social Services restrict an amount in addition to the maximum shelter allowance and pay this directly to your landlord. Additionally, if you pay separately for your heat and/or domestic energy costs, your heating allowance and/or the amount for your domestic energy, as based upon your case circumstances, must be restricted from your Temporary Assistance grant and sent directly to your fuel vendor/utility company.

**If you want the Department of Social Services to pay your entire heating bill, you must check number 3 on the front of this paper and sign your name.**

**If you DO NOT do this, the Department of Social Services can only send your heating allowance, as based upon your case circumstances, to your fuel vendor/utility company. This could mean that your entire heating bill may not be paid in full and you are responsible for the unpaid amount.**

### AUTHORIZATION OF ENERGY ASSISTANCE FOR EMERGENCIES FOR GRANTEEES RECEIVING SUPPLEMENTAL SECURITY INCOME (SSI):

For administrative ease, districts may continue restricting and authorizing payments for heating (and domestic utility service only when the grantee has a combined utility bill) residential accounts to the respective distribution utility companies, energy services companies (ESCO), municipals, entities who legally sub-meter electric service and other non-utility home energy vendors, for any TA case budgeted with a fuel allowance. Districts must not authorize payment that exceeds the amount restricted for the actual bill as submitted by the vendor, unless requested to do so by the grantee.