INSERT MAIL OUT DATE

INSERT LOCAL DISTRICT NAME, ADDRESS AND PHONE NUMBER

INSERT RECIPIENT NAME, ADDRESS AND CASE NUMBER

Dear Temporary Assistance (TA) or Supplemental Nutrition Assistance Program (SNAP) Recipient:

In preparation for the 2017-18 Home Energy Assistance Program (HEAP), we need updated information about your heating situation.

**Please call the number listed at the top of this letter if you have any questions.**

**Please answer the questions below and return this form NO LATER THAN JULY 31, 2017, to the address above. If you pay for heat, ENCLOSE A COPY OF YOUR MOST RECENT BILL.**

Daytime phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to be contacted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is your current heating situation? Please select one of the three options listed below.**

**1.** **My heat is included in my rent.**

Do you live in subsidized housing?  YES  NO

If yes, do you receive a HUD utility allowance?  YES  NO If yes, how much? \_\_\_\_\_\_\_\_\_\_\_

Do you pay an electric bill?  YES  NO If yes, enter the company name and your account number below.

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the bill in your name?  YES  NO If no, enter the name on the bill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. I live in someone else’s household, rent a room, or live in a hotel/motel.**

**3.** **I pay for heat directly to a vendor.**

Is the bill in your name?  YES  NO If no, enter the name on the bill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your main type of heat and list your vendor’s name and address, and your account number:

Natural Gas  Electric  Propane  Oil  Kerosene  Coal  Wood or Wood Pellets  Other

If other, please list fuel type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you heat with oil or kerosene, do you have a written service contract?  YES  NO