



The promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other

696 So Tippecanoe Ave
San Bernardino, CA 92415
www.capsbc.org

HEAP ASSISTANCE FOR 2012 **WOOD/OIL/PROPANE**

To qualify for this program, Wood **MUST BE** your **MAIN** source of heating or you must live in rural areas of the County with propane as your **main source of heating**. If you have natural gas, **you are not eligible** for this program. However, families in the **Mountain Communities** are **EXEMPT** due to extreme weather conditions and high fuel bills.

Eligible households are assisted once every year. Maximum amount is \$350 for a cord of wood or up to \$600 for propane. Clients are responsible for charges in excess of this amount. Services are delivered after payment is received by the utility/wood company. This amount does not include propane tank rental charges, taxes.

1) An Estimated statement must be on letterhead from the wood or propane company and must include:

- Applicants name, address, city, zip code and also mailing address if applicable.
- Account number
- Price of wood (cord) or propane per gallon.
- Number of months a cord of wood or propane fills will last (at time of applying)

2) DOCUMENTATION REQUIRED: (COPIES ONLY)

- Both **CURRENT GAS** and **ELECTRIC** bills with **usage** are required (all pages to electric bill). (Note: Bills must be for a minimum of 22+ days of service.)
- Rental agreement A **MUST** for CURRENT address /mortgage payment book showing your name and proof of residency. **NO RENT RECEIPTS**

3) ACCEPTABLE IDENTIFICATION:

- CALIFORNIA PICTURE ID with CURRENT address a **MUST**
No brown change of address cards from the DMV, only current printouts from the DMV will be accepted showing current address.

- SOCIAL SECURITY CARDS A **MUST for all Household Members**

4) CURRENT proof of income:

- Proof of AFDC (TANF), **FOOD STAMPS**, General Relief for CURRENT month
- Proof of SSI/SSA MONTHLY benefits for 2012. **NO 1099 forms for the year 2011 SSI/SSA payments.**
- WAGES-Pay stubs for all PRIOR 30-DAY pay periods.
- Verification of child support ("CURRENT MONTH" printout of prior 30 days monies issued) from the district attorney's office
- For state disability, worker's compensation, unemployment benefits or pension, you must show all pay stubs for all pay periods for the prior 30 days.
- Need verification of income for other adults in household. **(If he/she does not have income, a CA43B Declaration of No Income must be completed by each adult member).** Income contributions/cash payments should include date, name, address of person giving contributions.

HEAP APPLICATIONS FOR WOOD/OIL/PROPANE ARE PROCESSED BY MAIL ONLY.

PLEASE NOTE: In 2012, besides meeting income guidelines, applicants must meet set energy burden levels and required points as outlined in our Priority Plan. The Priority Plan is designed as a guide so that we may serve the neediest of the needy

MAIL COMPLETED APPLICATIONS WITH APPLICABLE DOCUMENTS

Community Action Partnership of San Bernardino County
696 S. Tippecanoe Avenue
San Bernardino, CA 92415-0610
909-723-1500