

# APPLYING FOR LEAP

**IMPORTANT INFORMATION—PLEASE READ BEFORE APPLYING!**

Do you need help completing the LEAP application, have questions about how to apply or where to send your application? For answers to these and any other questions call HEAT HELP at 1-866-432-8435.

**LEAP is designed to assist low-income households with paying their winter home heating costs but is not intended to pay the entire cost of home heating or utility usage. LEAP benefits are available to all eligible persons/households without regard to race, color, sex, age, handicap, national origin, political or religious beliefs.**

**LEAP cannot assist or provide a benefit for any type of portable heating systems.**

## ELIGIBILITY REQUIREMENTS

### YOU MAY QUALIFY FOR LEAP IF:

- You pay home heating costs to an energy provider, fuel dealer, or as part of your rent.
- You are a permanent legal resident of the United States and Colorado or you have household members that are U.S. citizens.
- You provide proof of lawful presence in the U.S.
- Your maximum family household income falls within the guidelines given below. "Household" means people who live with you and for whom you are financially responsible.

HOUSEHOLD SIZE	MONTHLY GROSS INCOME 165% OF FEDERAL POVERTY LEVEL
1	\$ 1,634
2	\$ 2,203
3	\$ 2,772
4	\$ 3,341
5	\$ 3,911
6	\$ 4,480
7	\$ 5,050
8	\$ 5,622
<b>EACH ADDITIONAL PERSON     \$    572</b>	

## REVIEW YOUR APPLICATION BEFORE YOU TURN IT IN.

Make sure you've answered all the questions and have attached all the requested information. Your attention to detail now helps us process your application. If your application is not complete, we cannot process your request. The sooner

your application is received, the sooner it will be processed, and a decision on your application can be made.

- ☐ I have answered all questions in all sections on my application.
- ☐ I have enclosed a readable copy of the applicant's valid (Photo) Identification.
- ☐ I have included social security numbers and birth dates for ALL household members.
- ☐ I have completed and signed the affidavit.
- ☐ I have attached proof (copies of pay stubs, award letters, loans, etc.) for all income received by my household last month.
- ☐ I have attached a copy of my most recent heating (not lighting) bill showing company name, address, and account numbers.
- ☐ I have attached a copy of my most recent rent receipt. (if heating costs are included in rent.) The rent receipt must clearly show heat is included.
- ☐ I have attached receipts for all expenses claimed on my profit and loss statement for self-employment income.
- ☐ I have signed my application.

## VERIFICATION OF LAWFUL PRESENCE.

State law requires applicants for LEAP to provide:

- A valid ID in accordance with Colorado Department of Revenue Rules
- Sign the affidavit on page 3 of the LEAP application

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## **WHAT TO DO IF YOUR HOUSEHOLD IS IN AN EMERGENCY**

*(Service disconnected; about to be disconnected, out of propane; about to run out of propane)*

If you are in an emergency your application will be processed expeditiously. Please follow these instructions:

1. Complete your LEAP application and be sure to answer all questions in Section 7 pertaining to your emergency and provide a copy of your disconnect notice, if applicable.
2. Call HEAT HELP at 1-866-432-8435 for instructions on how to quickly submit your application and supporting documents to your county LEAP office and/or if you need assistance completing your application.

## **CONTINUE PAYING YOUR HEAT BILL, AS LEAP ASSISTANCE WILL NOT PAY FOR YOUR ENTIRE HEAT BILL.**

Do not wait for help from LEAP. Our process takes time, so you must keep your account current by making a payment towards your heat bill on time. If you apply for LEAP and receive a shutoff notice before you know the outcome of your application, or you have your heating service disconnected, notify your county department of human services immediately. Remember, simply filling out this application does not mean that you can ignore your current bills and notices from your energy company.

## **YOUR PARTICIPATION IN OTHER GOVERNMENT PROGRAMS WILL NOT BE AFFECTED IF YOU APPLY FOR LEAP.**

No other government program will cut or limit your participation in that program. This includes Medicare, Supplemental Security Income (SSI), Colorado Works/TANF, Food Stamps, Old Age Pension (OAP), and Aid to Needy Disabled (AND)/Aid to the Blind (AB).

## **YOU CAN RECEIVE ONLY ONE LEAP BENEFIT PER HEAT SEASON.**

The heat season runs from November 1<sup>st</sup> through April 30<sup>th</sup>. Although your LEAP assistance may be split into two (2) separate payments, any benefit you receive during a heat season will be the only one for that year—plan accordingly.

**IF YOU RECEIVE SOCIAL SECURITY INCOME PLEASE SUBMIT YOUR APPLICATION BEFORE JAN. 1, 2017 BECAUSE YOUR LEAP ELIGIBILITY MAY BE AFFECTED BY THE ANNUAL COST OF LIVING ADJUSTMENT (COLA).**

**Appeal Rights**—You have a right to appeal, if your application is not processed within the timelines set forth by the Colorado Department of Human Services. If the county office does not process your application within 50 days from the date of receipt for a regular application and 14 days from the date of receipt for an emergency application, please contact the State Heat Help line at 1-866-432-8435 to request a conference with the State LEAP office.

## **ADDITIONAL LEAP ASSISTANCE**

### **Crisis Intervention Program (CIP)**

If you are eligible for LEAP, you may qualify for emergency help such as repair or replacement of your primary heating system. If you have this type of emergency you must contact 1-855-4MYHEAT (1-855-469-4328).

## **WEATHERIZATION**

You may also qualify for free weatherization services that will improve your home through the Colorado Energy Office Weatherization Program. Weatherization will reduce your home energy usage, help you save money, and keep your home safer and more comfortable year round. For more information please call toll-free 1-800-462-0184.

## **COLORADO PROPERTY TAX/RENT/HEAT REBATE PROGRAM**

Colorado also offers a rebate of property tax, rent, and heat expenses to low-income seniors and individuals with disabilities. Please visit the Colorado Department of Revenue's website at <https://www.colorado.gov/pacific/tax/property-tax-rent-heat-credit-ptc-rebate-file> for more information and the rebate application booklet or call 303-238-7378, Press 1.

## **WOULD YOU LIKE TO KNOW THE STATUS OF YOUR LEAP APPLICATION?**

**To inquire about the status of your LEAP application please call HEAT HELP at 1-866-432-8435.**