



## EBLEN CHARITIES UTILITY ASSISTANCE INTAKE PROCESS

1. Applicant will provide a copy of their ID card.
2. Applicant will complete the client intake form in full.  
Refer to bottom of client intake form for all documents required when applying for assistance.
3. Applicant will provide a copy of award letters from BC Dept of Health and Human Services (CIP, LIEAP, BC DHHS ERA programs).  
If no award letters are available, applicant will need to complete the Authorization to Release Information form.
4. Applicant will provide documentation of income received in the past month (paystubs, SSA/SSDI/SSI award letters, child support agreements, alimony agreements, retire
5. retirement/annuity payments, etc.)  
If there is no income, applicant will need to complete the Attestation for No Income form.

### For rent:

6. Applicant will complete the top portion of the first page of the Rental Assistance Form.
7. Applicant will take Rental Assistance Form to landlord for the bottom portion of first page and W-9 on back page of Rental Assistance Form to be completed by landlord.
8. Ensure landlord provides copy of lease agreement and rental ledger.

### For mortgage:

9. Applicant will provide a copy of current mortgage statement.

### For utilities:

10. Applicant will provide a copy of the current bill.

Once ALL documentation is received, then a request for assistance will be considered complete and an interview will need to be completed. (3 phone call attempts will be made over a 3 working day period. If no contact, the request will be closed, and the process will have to start all over.)



**CLIENT INTAKE FORM**

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**Name** **Date**

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**Street Address**

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**City** **State** **Zip**

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**Email**

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**Phone Number** **Date of Birth** **Number of persons in residence**

**Are you a veteran?**     YES     NO                      **Do you receive Medicaid?**     YES     NO

**Crisis/Reason for Assistance**

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*Please provide the following with each request: copy of applicant ID, income verification for past month*

*For utility requests: hard copy of utility bill, CIP/LIEAP award letters for heating/cooling assistance*

*For rental requests: hard copy of lease agreement, rent ledger, rental assistance form, BC DHHS ERA award letter*

*For mortgage requests: hard copy of current mortgage statement (MUST be delinquent), BC DHHS ERA award letter*



**Self-Attestation for No Income**

I \_\_\_\_\_ certify that I have not been employed or self-employed (earned income), completed any odd jobs, or had any other source of income (SSA/SSDI/SSI, child support, retirement income) etc.

Income last received:

On (date) \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

From (individual/company name) \_\_\_\_\_

\*\*\*\*\***ATTESTATION**\*\*\*\*\*

**I attest that the above statement about myself, which relates to my eligibility for assistance, is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Eblen Employee Signature

\_\_\_\_\_  
Date