

# CRT ENERGY ASSISTANCE PROGRAM 2023-2024

## EVERYONE NEEDS TO BRING

- SOCIAL SECURITY CARDS** - You must bring picture Identification Cards and Social Security Card(s) or Individual Taxpayer ID Number(s) and birth dates for all household members EVEN IF YOU APPLIED WITH US IN PREVIOUS YEARS.
- ELECTRIC BILL** - Copy of your household's current electric bill (Even if you heat with deliverable fuel or natural gas or if your heat is included in your rent)
- RENT/MORGAGE** - Lease, rent receipt, mortgage statements, tax bill or lot rent receipt
- INCOME DOCUMENTATION**
  - Categorically Eligible Households
  - Income Information (see Income Eligibility) for the 4 consecutive weeks within the 3-month period prior to your intake date.
- IF DISABLED** – If you or any member of your household has a disability that cannot be verified by sight, you must have a medical certificate signed and stamped by a physician verification.

## BASIC ELIGIBILITY CRITERIA FOR CATEGORICALLY ELIGIBLE HOUSEHOLDS

**CATEGORICALLY ELIGIBLE HOUSEHOLDS** who receive SNAP, TFA, State Supp, Refugee Cash Assistance, or SSI shall be determined income eligible at the Level 1 benefit amount.

## INCOME ELIGIBILITY

- EMPLOYMENT** - Your four (4) most recent consecutive weekly paystubs, two (2) consecutive bi-weekly or semi-monthly paystubs or one (1) monthly paystub OR, if these are not available, you may bring a statement from your employer on company letterhead signed by either the employer or the payroll department, stating your gross wages for the last four (4) weeks. (Paystubs will only be accepted if they list your name and/or Social Security number.)
- SELF EMPLOYMENT** - Since you are self-employed, a *notarized* Self-Employment Worksheet for the last six (6) or twelve (12) full calendar months and your most recently filed 1040 IRS form including all relevant schedules (C, D, E, SE, K, etc.).
- SOCIAL SECURITY OR SSI** - Report of Confidential Social Security Benefits, Form 2458, available at the local Social Security office, OR a copy of your Social Security or Supplemental Security Income (SSI) check, OR a statement from the bank if you have a direct deposit, OR your most recent Social Security Award Notice, Form SSA-4926SM.
- PENSION OR ANNUITY** - Pension or annuity check stubs, OR a letter from the payor on the letterhead of the payor stating the gross amount OR latest copy of the 1099R.
- UNEMPLOYMENT** - the printout of Unemployment Compensation Benefits from the Department of Labor (DOL) or from the DOL website at: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us).
- WORKMAN'S COMPENSATION OR DISABILITY INSURANCE** - Workman's Compensation or Disability Insurance (short term or long term) statement showing benefits and the period covered.
- RENTAL INCOME** - Rent receipt(s) for rental income, OR your tenant's lease, OR photostatic copies of check(s), OR statement(s) from tenant(s) verifying rent.
- VETERAN'S BENEFITS** - V.A. Award Letter for Veteran's Benefits (including pensions), OR a copy of the check, OR a statement from the bank if you have direct deposit.
- DIVIDEND AND INTEREST** - Dividend and interest statements for the most recently completed period (if more than \$10.00 per month).
- ALIMONY AND/OR CHILD SUPPORT** - Divorce decree or Family Relations Court letter or lawyer statement verifying the amount and frequency of alimony and/or child support, OR Child Support Enforcement letter or printout, OR bank statement if payments go directly to bank account, OR statement from legally liable relative if voluntary cash support payments or alternate means of support in lieu of child support payments are made directly to you.

- FRIEND AND RELATIVES** - Statement(s) indicating the amount and frequency of payments from friends or relatives who are contributing to your household's support, signed by them.
- SUBSIDIZED ADOPTION BENEFITS** – Copy of current checks or award letter
- ZERO INCOME** - Some households may have not received any income for the entire 4-week period prior to the date of application or may have received income for some of the weeks, but not all. If this is the case, you will need to complete an Affidavit in Certification of Zero for any household member age 18 and over.

Please note:

- Most household's income eligibility is based on the 4 consecutive weeks within the 3-month period prior to your intake date. **If your 4-week household's income eligibility is not an accurate reflection of your actual annual income, you may want to re-apply for energy assistance and have your eligibility based on your actual, gross 52 week income for the 52 weeks prior to your application date.** You would need to provide documentation for all income sources for the 52 weeks prior to your application date. Please contact the energy assistance office (860-560-5800) for more information.

#### VENDOR INFORMATION

- CURRENT UTILITY BILL IF YOU HEAT WITH A UTILITY** - Current utility bill if you heat with gas or electricity. Verification from the utility company if you recently moved and have not yet received a bill. Please note: The bill must be in the name of one of the adult members of the household.
- IF YOU HEAT WITH A DELIVERABLE FUEL – Name of Vendor**

#### IF YOUR HEAT IS INCLUDED IN YOUR RENT

- DOCUMENTATION OF RENT FOR RENTAL ASSISTANCE APPLICANTS** – DSS has removed the requirement that households with the primary heat included in the rent must pay more than 30% of their income toward rent to qualify for benefits. Rental Assistance Benefits are available to those households who do not make direct-to-vendor payments for their primary source of heat and have annual gross incomes up to 60% of state median income. Boarders are not eligible to receive Rental Assistance Benefits.

#### ELECTRONIC SIGNATURES

**Agency may accept electronic signatures on any required documents, including applications**

#### LIQUID ASSET, BANK STATEMENT, AND RISK ASSESSMENT FLEXIBILITY

- LIQUID ASSETS** -There is **no liquid assets test** for the 2023/2024 CEAP program year.
- BANK STATEMENT** – **Bank statements are no longer required**, except for the purposes to provide verification of income such as Social Security.

#### PROGRAM DATES

September 1, 2023	First day for a household to apply for the program
November 1, 2023	First day for fuel deliveries that can be paid by the program.
April 1, 2024	Deadline for fuel authorizations or deliveries.
May 31, 2024	The last day that a household can apply to establish its eligibility for benefits
June 17, 2024	Last day to submit deliverable fuel bills.

**Energy Assistance 2023-2024****Basic Benefit – Heating – Deliverable Fuel and Utility**

Level	Poverty Guidelines	Vulnerable Households	Non-Vulnerable Households
1	Up to 125% of FPG	\$530	\$480
2	125% FPG – 200% FPG	\$380	\$330
3	201% FPG – 60% SMI	\$230	\$180

Vulnerable Household – Any household in which one or more members is either elderly (defined as 60 years of age or older), disabled or under the age of six.

**Crisis Benefit – Heating – Deliverable Fuel Only**

Level	Poverty Guidelines	1 <sup>st</sup> Benefit	2 <sup>nd</sup> Benefit
1	Up to 125% of FPG	\$410	\$410
2	125% FPG – 200% FPG	\$410	\$410
3	201% FPG – 60% SMI	\$410	\$0

**Rental Assistance – Heat Included in Rent**

Level	Poverty Guidelines	
1	Up to 125% of FPG	\$125
2	125% FPG – 200% FPG	\$100
3	201% FPG – 60% SMI	\$75

*DSS has removed the requirement that households with the primary heat included in the rent must pay more than 30% of their income toward rent to qualify for benefits. Rental Assistance Benefits are available to those households who do not make direct-to-vendor payments for their primary source of heat and have annual gross incomes up to 60% of state median income. Boarders are not eligible to receive Rental Assistance Benefits.*