



FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #13-73-OPE (This Policy Bulletin Replaces PB #12-64-OPE)

UTILITY ARREARS REPAYMENT AGREEMENT (W-147X) FORM

<p>Date: August 8, 2013</p>	<p>Subtopic(s): Forms</p>
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p>	<p>Revisions to Original Policy Bulletin:</p> <p>This policy bulletin is being updated to inform staff of the removal of references to shelter arrears related information and the following shelter arrears repayment forms: the Emergency Safety Net Assistance (ESNA) Shelter Arrears Repayment Agreement (W-147H), the Emergency Assistance to Needy Families (EAF) Agreement to Repay Excess Shelter Arrears (W-147KK), the Information about Repaying the Department of Social Services for Rental Arrears (W-147PP), and the Rental Assistance Unit (RAU) Case Documentation Transmittal (W-153P). In addition, the monthly installment repayment amount has been changed from one-twelfth to one twenty-fourth of the total amount granted. The policy bulletin is also referring staff to PD #13-13-ELI if they need shelter arrears related information.</p> <p>Purpose</p> <p>The purpose of this policy bulletin is to advise Job Center staff of the requirement to complete the appropriate repayment agreement worksheet and forms for applicants applying for utility arrears.</p> <p><u>Exploring Available Resources</u></p> <p>If an applicant is applying for a one-shot deal, including for the payment of utility arrears, and submits pay stubs to document the amount and frequency of his/her income, the JOS/Worker must ask about the duration of the applicant's employment. The Worker must also determine whether other resources (such as a bank account, pension, 401k, or IRA) are available as a first step in addressing the immediate need.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

Revised

Utility Arrears Repayment Agreement Worksheet (W-147XX)

The **W-147XX** form must be used to determine if a repayment agreement is required.

When an applicant requests emergency assistance to pay utility arrears and he/she has exhausted all of his/her available resources, the JOS/Worker must complete the **W-147XX** form to determine if the applicant is required to repay the utility arrears assistance.

Form **W-147XX** instructs the JOS/Worker that if the gross monthly income is greater than the CA monthly standard of need, a repayment agreement is required.

Refer to [PD #07-14-ELI](#) for information on the utility process.

EAA cases are not required to sign a repayment agreement

Once it has been determined through Form **W-147XX** that a repayment agreement is required for utility assistance under ESNA or EAF, the JOS/Worker must determine (through the utility liaison) how much will be paid to the utility vendor. The JOS/Worker must enter the amount to be paid in monthly installments (one twenty-fourth of the total amount granted) on the Utility Arrears Repayment Agreement (**W-147X**).

Revised

Utility Arrears Repayment Agreement (W-147X)

The JOS/Worker must have the applicant sign the completed **W-147X** form as a condition of eligibility for utility assistance. If the approval is not received from the utility liaison on the same day as the request, the applicant will be required to return to sign Form **W-147X** prior to payment of the grant. Under no circumstance should an applicant be required to sign a blank **W-147X** form in advance.

Current Utility Repayment Agreements

A household already under a repayment agreement for utility arrears assistance to restore service or to prevent termination of service is not eligible for subsequent assistance unless the prior utility arrears repayment agreement amount has been fully repaid, or the household is currently repaying such assistance in accordance with its repayment agreement (has not defaulted on the current repayment agreement and is not in arrears).

Revised
See below for important information about suspension of enforcement for utility repayment agreements during the cold-weather period from January 2 to March 15.

Form **W-147X** must include the repayment amount before the applicant's signature is captured.

If the applicant's signature is not captured in POS, scan and index the **W-147X**.

The JOS/Worker must:

- contact Claims and Collections via fax at **(212) 274-6659** to determine whether or not the applicant is in good standing if the applicant has an active repayment agreement, The JOS/Worker must include the applicant's full name and case number, as well as the JOS/Worker's own full name, fax number, phone number, email address, and Center number. IREA will provide verification of payoff status via email or fax. This verification must be scanned and indexed into the case record. If the applicant is not in good standing, the JOS/Worker must deny the request for utility arrears.
- enter the amount to be repaid on Form **W-147X**. This may be different than the amount initially requested by the utility vendor.
- enter the amount to be paid in monthly installments (one twenty-fourth of the total amount granted).
- have the applicant sign the completed **W-147X** form as a condition of eligibility for utility assistance. If the approval is not received from the utility liaison on the same day as the request, the applicant will be required to return to sign Form **W-147X** prior to payment of the grant. Under no circumstance should an applicant be required to sign a blank **W-147X** form in advance.
- provide the applicant with a copy of the signed **W-147X**.
- provide the applicant with Form **W-147NN**. This notice contains information that will help the applicant understand the repayment billing process.

Additional information about other household members required to sign the utility repayment agreements is found in the Utility Repayment Agreements: Questions and Answers (**Attachment A**), which consists of a series of questions and answers containing examples and information not addressed in this policy bulletin or in the **W-147NN**.

Suspension of Enforcement for Utility Repayment Agreements

Revised
Refer to PD #13-02-ELI and PB #13-15-OPE.

During the cold weather period between January 2 of each year and March 15 of that year, the enforcement of utility repayment agreements is suspended for households defaulting on an existing utility repayment agreement and applying for assistance with a current utility (natural gas and/or electricity) related emergency. Although it is not required, participants may choose to continue making payments during the cold weather period.

During the cold weather period, JOS/Workers must process requests for subsequent utility arrears payments without regard to the status of the repayment obligations for any previous Utility Arrears Repayment Agreement. This suspension of enforcement involves only those households with unmet repayment terms when the applicant applies for assistance to meet a subsequent utility emergency. The applicant must still fulfill the eligibility requirement of signing a new Utility Arrears Repayment Agreement before a new grant is issued to meet the utility emergency.

The terms of a new Utility Arrears Repayment Agreement signed during the suspension period must begin on March 16 with a 24-month term, regardless of when the assistance was granted. For any previous utility arrears repayment agreements, the repayment terms must resume on March 16, adjusted to compensate for the suspension period. This could result in some individuals having more than one repayment agreement in effect at the end of the suspension period.

The suspension of enforcement during the cold weather period does not affect liens for emergency energy assistance granted under Safety Net Assistance (SNA), ESNA, or EAF.

Suspension of Enforcement for Individuals Who Begin Receiving CA or SSI

If an applicant signs a Utility Arrears Repayment Agreement and then becomes eligible for CA or SSI, any unpaid balance on his/her arrears payment must be suspended until the applicant is no longer receiving CA or SSI. Suspended utility arrears repayment agreements are not subject to recoupment. When the participant no longer receives CA or SSI benefits, the unpaid balance will again become due to the Agency under the terms of the agreement.

Applicants facing non-utility (other than electric or natural gas) heating emergencies (e.g., a broken boiler in need of repair or replacement) are not required to sign repayment agreements.

Applicants for Ongoing Cash Assistance with an Emergency Need

When an applicant for ongoing CA has an emergency need for utility arrears, the JOS/Worker must complete the Determination of Eligibility for Emergency Assistance to Needy Families (EAF) (**W-145TT**) to determine EAF eligibility. If the applicant is eligible for EAF and payment is granted, the repayment agreement Form **W-147X** must be signed by the applicant.

Non-utility heating emergencies

The **W-145TT** is only valid for households that include children or pregnant women. Applicants who are single adults or childless couples must sign the repayment agreement forms if an emergency grant is issued.

If an applicant is deemed ineligible for EAF (for example, a single adult with no children), his/her emergency need could be met with an SNA grant. Form **W-147X** must be completed and signed by the applicant.

If the applicant is accepted for ongoing CA, the JOS/Worker must enter a case comment to indicate form **W-147X** is not required because of acceptance of ongoing CA (Form **W-147X** cannot be discarded because the form has been electronically saved in the HRA OneViewer).

Return Appointments

If an applicant/participant is required to return to the Job Center to sign a completed Form **W-147X**, the JOS/Worker must notify the applicant/participant of his/her appointment via the Notice to Report to Center Form (**M-3g**). If the applicant/participant does not return to **W-147X**, the request for a One-Shot deal must be rejected.

Repayment agreement forms

Form **W-147X** and the IREA Repayment Transmittal (**W-113B**) are available in POS for automatic processing and placement in the HRA OneViewer.

If POS is unavailable and the repayment agreement forms are completed manually, the forms must be scanned and indexed into the case record.

The **W-113B** form is used to submit a list of cases to IREA where the request decision is processed manually.

One-Shot Deal Codes

When opening a One-Shot deal case using CA Opening Code **Y38**, staff must only use the following special grant issuance codes to authorize a benefit:

Revised

- 10** Utility Grant to Prevent Turn Off/Restore Services (Prior to PA)
- 41** Utility Grant to Prevent Turn Off or Restore Utility Services (Mismanagement)
- 50** Non-Recoupable Utility Grant (No Mismanagement)

Note: Although some of the above grants may not be subject to recoupment for applicants for ongoing CA, a repayment agreement may be required to recover funds issued under one of these codes as a grant for one-shot emergency assistance.

Effective Immediately

References:


09-ADM-17
GIS 09TA/DC026

Related Items:

PD #07-14-ELI
PD #13-02-ELI
PD #13-13-ELI
PB #13-15-OPE

Attachments:

- | | |
|---------------------|---|
| Attachment A | Utility Repayment Agreements: Questions and Answers |
| W-113B | IREA Repayment Transmittal Form (Rev. 12/8/09) |
| W-147NN | Information About Repaying the Department of Social Services For Utility Arrears (Rev. 12/8/09) |
| W-147NN (S) | Information About Repaying The Department of Social Services For Utility Arrears (Spanish) (Rev. 12/8/09) |
| W-147X | Utility Arrears Repayment Agreement (Rev. 12/8/09) |
| W-147X (S) | Utility Arrears Repayment Agreement (Spanish) (Rev. 12/8/09) |
| W-147XX | Utility Arrears Repayment Agreement Worksheet (Rev 7/30/09) |

 Please use Print on Demand to obtain copies of forms.

Utility Repayment Agreements: Questions and Answers

1. Q. When an adult child, who resides in the same apartment as his or her parent, applies for emergency assistance, whose income is counted if both names are on the lease and utility bill? (The adult child meets the tenant of record and customer of record requirements.) Who has to sign the utility repayment agreement if the parent is the only household member with income?

A. All of the household income is counted. As the applicant, only the adult child has to sign the utility repayment agreement.

Note: The same would be true for a boyfriend and girlfriend or non-legally responsible relative residing in the same household. If both are legally responsible for one another (i.e., husband and wife), then both adults would sign the repayment agreement.

2. Q. When a district issues a utility arrears payment and should have had the client sign a repayment agreement, should the district correct its mistake and require a repayment agreement for the past benefit?

A. No.

3. Q. May a household that received a utility shut-off payment with one household member signing a repayment agreement and subsequently defaulting on the agreement, receive another utility shut-off payment based on the signing of another repayment agreement by the other non-legally responsible relative (NLRR) household member?

A. Yes, if the NLRR is the customer and tenant of record for the shut-off period and agrees to sign a repayment agreement.

4. Q. What are the consequences if a non-legally responsible adult refuses to sign a shelter or utility repayment agreement?

A. The adult applicant or his/her spouse must sign the agreement, or the entire household is ineligible for the emergency payment.

5. Q. If there is a Non Cash Assistance customer and tenant of record whose spouse is an SSI recipient, should the SSI spouse sign the Utility Arrears Repayment Agreement?

A. Yes, if the household is subject to a Utility Arrears Repayment Agreement, the applicant and his/her spouse must sign the agreement.

Attachment A – PB #13-73-OPE

6. Q. Should the Agency require a repayment agreement for EAF for utilities?
A. Yes, unless the household is exempt from the repayment requirement.
7. Q. Can the Utility Repayment Agreement be considered a legal document?
A. Yes. A repayment agreement for a grant for utility arrears or shelter arrears is a legally binding contract.
8. Q. If an individual defaults on a utility arrearage repayment agreement, does the individual become ineligible for HEAP?
A. HEAP eligibility is not tied to the repayment agreement.
9. Q. Can an individual get a fair hearing on a utility arrearage repayment agreement? If the individual comes in during this time with another emergency, could the individual enter into another agreement?
A. Yes. However, in order to be eligible to enter into another agreement, the individual would have to be current with payments on the previous agreement regardless of fair hearing status. This is also true for shelter arrears.
10. Q. If a utility payment is made under EAF, EAA or ESNA, is a utility agreement required?
A. Only EAF and ESNA are looked at for repayment of utility arrears.
11. Q. An individual enters into a shelter or utility arrears repayment agreement and subsequently the individual files for bankruptcy. How is the repayment agreement treated?
A. It would be treated the same as any other legally binding agreement. It would not receive priority over any other bills that the individual had incurred.

Date: _____

Job Center: _____

Number of Referrals Attached: _____

IREA Repayment Transmittal Form

No.	Case Number/ Suffix	Last Name/First Name	Payment Date	Payment Amount	Reason Code
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
11)					
12)					
13)					
14)					
15)					
16)					

SAMPLE

Signature of Deputy Director for Intake Unit: _____

Information About Repaying the Department of Social Services For Utility Arrears

You have just signed an agreement to repay the Department of Social Services (DSS) the money you received for assistance with your utility arrears. The Human Resources Administration (HRA) has arranged with its Division of Accounts Receivable and Billing to enroll you in its automated billing process.

How does the automated billing process work?

Once your signed repayment agreement is received and the HRA check to the utility company is cashed, HRA will enter the full amount into the HRA billing system as a billable account. The amount will be divided into the 24 monthly installments required by New York State Social Services law. Each month you will receive a bill from the HRA Division of Accounts Receivable and Billing and a postage pre-paid business reply envelope. Each bill will show payments received since the prior bill and the remaining balance.

How can I change the amount of the bill due each month?

If you want to change the monthly amount due, you can contact the HRA Division of Claims and Collections. The Division will work with you to create a different payment plan based on changes to your finances or other circumstances. You can ask to reduce or increase the monthly bill amount at any time during the 24-month repayment period. You can also repay the outstanding amount in full at any time during the billing process.

When will the monthly billing begin?

The monthly billing begins after your repayment agreement is given to HRA and the check HRA issued to pay your utility arrears is cashed. If the check is not cashed, you will not be enrolled in the monthly billing process and no money will be due to the DSS.

When will the billing end?

The billing will end when the amount is paid in full. If you become an active Cash Assistance recipient before the amount has been paid in full, billing will be stopped until your case closes. If you are sanctioned on your case, we will start billing you again until the total amount is repaid.

Who do I contact with my questions or concerns?

You can contact the HRA Division of Claims and Collections at (212) 274-4943. Tell the representative you want to discuss your repayment agreement. You will be given an appointment to talk about your repayment agreement with Division staff.

Where is the Division of Claims and Collections located?

The address is 250 Church St. New York, N.Y. 10013.

What happens if I stop paying the bills sent to me?

You are responsible for repaying your utility assistance on the assigned schedule unless you ask for a different payment plan and HRA agrees. If you do not contact the HRA Division of Claims and Collections to change your payment schedule or ask for a suspension, you might have a civil action taken against you. This means you could have your credit score negatively affected, your paycheck garnished, and legal fees plus interest added to the original amount owed.

Información sobre el Reembolso al Departamento de Servicio Social Por Pagos Atrasados en los Servicios de Electricidad y Gas

Usted ha firmado un acuerdo para reembolsar al Departamento de Servicio Social (Department of Social Services -DSS) el dinero que recibió para la asistencia de sus pagos atrasados de los servicios de electricidad y gas. La Administración de Recursos Humanos (The Human Resources Administration - HRA) ha acordado con la División de Cuentas y Pagos (Division of Accounts Receivable and Billing) inscribirle en el proceso automático de pago.

¿Cómo trabaja el proceso automático de pagos?

Una vez se reciba su acuerdo de reembolso firmado y el cheque que la HRA envíe a la compañía de electricidad y gas se haya cobrado, la HRA ingresará la cantidad total en el sistema de pago como una cuenta por cobrar. La cantidad será dividida entre los 24 plazos mensuales que requiere la Ley Estatal de Servicios Sociales de Nueva York. Cada mes usted recibirá una factura de la División de Cuentas y Pagos de HRA y un sobre de retorno con estampilla. Cada factura indicará los pagos recibidos desde la factura anterior y el balance restante.

¿Cómo puedo cambiar la cantidad de la factura que se debe cada mes?

Si desea cambiar la cantidad que se debe cada mes, puede comunicarse con la División de Reclamos y Cobros de la HRA. Esa unidad coordinará con usted para crear un plan diferente basado en los cambios en sus finanzas u otras circunstancias. Usted puede solicitar que se disminuya o aumente la factura mensual en cualquier momento durante el período de reembolso de 24 meses. Usted además puede reembolsar en total el balance restante en cualquier momento durante el proceso de pago.

¿Cuándo se iniciará el pago mensual?

El pago mensual se iniciará después de que su acuerdo de reembolso haya sido entregado a la HRA y el cheque que la HRA envió para cancelar los pagos atrasados de los servicios de electricidad y gas se cobra. Si el cheque no ha sido cobrado, usted no estará inscrito en el proceso mensual de pago y no se deberá dinero al DSS.

¿Cuándo finalizará el pago?

El pago finalizará cuando la cantidad sea totalmente pagada. Si usted se hace beneficiario(a) activo de la Asistencia en Efectivo antes de que la cantidad en total se pague, no recibirá facturas de pago hasta que se cierre su caso. Si es sancionado(a) en su caso, empezaremos a enviarle las facturas nuevamente hasta que la cantidad en total se reembolse.

¿Con quién me comunico si tengo preguntas o dudas?

Puede comunicarse con la División de Reclamos y Cobros de la HRA llamando al (212) 274-4943. Dígame al representante que quiere hablar con alguien sobre su acuerdo de reembolso. Se programará una cita para que hable con un empleado de la División sobre el acuerdo de reembolso.

¿Dónde está ubicada la División de Reclamos y Cobros?

La dirección es 250 Church St. New York, N.Y. 10013.

¿Qué pasa si dejo de pagar las facturas que me envían?

Usted es responsable de reembolsar su asistencia de los servicios de electricidad y gas en las fechas indicadas, a menos que solicite un plan de reembolso diferente y la HRA esté de acuerdo. Si no se comunica con la División de Quejas y Cobros de la HRA para cambiar las fechas de pago de su reembolso o solicitar que se suspendan los pagos, podría entablarse un proceso civil en contra suya. Esto significa que su estado de crédito podría verse afectado, y su salario ser embargado, y se podrían agregar tarifas legales y más intereses a la cantidad que se debe.

Date: _____

Case Number: _____

Case Name: _____

Center Number: _____

Utility Arrears Repayment Agreement

REPAYMENT AGREEMENT

Case Address (at time of arrears): _____

As a condition of eligibility for receiving this utility arrears assistance to restore or to prevent termination of service, I agree to repay the Human Resources Administration \$ _____.

I agree to repay this amount in twenty-four (24) monthly installments of \$ _____.

I understand that each payment is due on the date indicated on the monthly bill I will receive from the Human Resources Administration.

I understand that the Human Resources Administration's Division of Accounts Receivable and Billing will send me a monthly bill. My check or money order must be made payable to the Human Resources Administration and must include my address and case number. I understand that payments must be mailed in the provided addressed postage-free return envelope to:

SAMPLE

Human Resources Administration
Division of Accounts Receivable and Billing
180 Water Street, 9th Floor
New York, NY 10038

I understand that I will not be eligible for subsequent utility arrears assistance to restore or prevent termination of service unless I have fully repaid any prior utility arrears payments that were subject to repayment; or I am repaying this assistance in accordance with the terms of any Repayment Agreement(s); or my household's income is below the temporary assistance standard of need for my household size as of the date of application for such subsequent assistance. I also understand that if I fail to repay this assistance within the twenty-four (24) month period, the Human Resources Administration will enforce this Repayment Agreement by any method available to a creditor. This includes, but is not limited to, referring the matter to a collection agency, obtaining a judgment from a court, obtaining a lien on real property or garnishing wages, in appropriate cases.

I understand that the Human Resources Administration also has the right to require that I sign a lien on my real property for receiving a utility arrears payment authorized under Emergency Safety Net Assistance or Emergency Assistance to Needy Families. If a lien is taken, that portion which represents this arrears payment will be reduced by payments made under this agreement.

If I later become eligible for recurring temporary assistance, any unpaid balance of this utility arrears payment will be suspended until I am no longer receiving recurring temporary assistance. At that time, the unpaid balance will become due to the Human Resources Administration under the terms of this agreement.

I understand that by signing this form, I agree to all of the above conditions.

Applicant's Signature

Date

Authorized by

Date

Note: This form is not valid unless the Applicant's signature and the authorized Human Resources Administration staff signature are present.

Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Número del Centro: _____

Acuerdo de Reembolso de Pagos Atrasados de Gas, Electricidad o Combustible

ACUERDO DE REEMBOLSO

Dirección del caso (en el momento del atraso): _____

Como condición de elegibilidad para recibir asistencia de pagos atrasados de electricidad, gas o combustible, para restablecer servicio o para prevenir la terminación de mi servicio, acepto reembolsar a la Administración de Recursos Humanos (Human Resources Administration – HRA) \$ _____.

Estoy de acuerdo en reembolsar esta cantidad en veinticuatro (24) cuotas mensuales de \$ _____.

Entiendo que cada pago tiene que ser recibido en la fecha indicada en la factura mensual que voy a recibir de la Administración de Recursos Humanos.

Entiendo que la División de Cuentas por Cobrar y Facturación de la Administración de Recursos Humanos me enviará una factura mensual con sobre con sello prepagado con dirección del remitente. Mi cheque o giro postal tiene que ser pagadero a la Administración de Recursos Humanos y debe incluir mi dirección y número del caso. Entiendo que los pagos deben ser enviados por correo en el sobre de dirección del remitente a:

Human Resources Administration
Division of Accounts Receivable and Billing
180 Water Street 9th Floor
New York, NY 10038

Entiendo que no seré elegible para asistencia adicional de atrasos de electricidad, gas o combustible para restablecer o evitar la terminación, a menos que yo haya reembolsado por completo cualquier pago de atraso anterior que debía reembolsarse; o estoy reembolsando esta asistencia conforme a las condiciones de cualquier Acuerdo(s) de Reembolso; o el ingreso de mi hogar es inferior a la de la norma de asistencia temporal de necesidad para el número de integrantes de mi hogar a partir de la fecha de solicitud de dicha asistencia adicional. Entiendo además que si no reembolso como debido esta asistencia dentro del plazo de veinticuatro (24) meses, la Administración de Recursos Humanos hará valer este Acuerdo de Reembolso por cualquier método que disponga el acreedor. Esto incluye, pero no se limita a, la remisión del asunto a una agencia de cobro, la obtención de una orden judicial, de una retención de la propiedad inmueble o el embargo de sueldo, de ser apropiado.

Entiendo que la Administración de Recursos Humanos también tiene el derecho de exigir que yo firme un documento de retención de mis bienes raíces para recibir pagos atrasados de electricidad, gas o combustible conforme a Asistencia de Red de Seguridad de Emergencia (Emergency Safety Net Assistance) o Asistencia de Emergencia a Familias con Necesidades. (Emergency Assistance to Needy Families). Si se acepta la retención, la porción que representa este atraso será saldada con pagos realizados conforme a este acuerdo.

Si posteriormente resulto elegible para asistencia temporaria recurrente, cualquier saldo no pagado de esta deuda atrasada de electricidad, gas o combustible se suspenderá, hasta que yo deje de recibir asistencia temporal recurrente. En ese momento, el saldo no pagado será debido a la Administración de Recursos Humanos bajo las condiciones de este acuerdo.

Entiendo que al firmar este formulario, accedo a todas las condiciones anteriores.

Firma del Solicitante

Fecha

Autorizado por

Fecha

Nota: Este Formulario no es válido a menos que esté firmado por el solicitante y por un miembro autorizado del personal de la Administración de Recursos Humanos.

Date: _____
Case Number: _____
Case Name: _____
Center Number: _____

Utility Arrears Repayment Agreement Worksheet

A. Applicant's Information (To be completed by the JOS/Worker.)

Print Name: _____
First Name M.I. Last Name
 Address: _____

 City: _____ State: _____ Zip Code: _____
 Utility arrears owed: \$ _____

Category: ESN EAF

B. Is the applicant the customer of record? Yes. Proceed. No. The customer of record must come in to apply.

C. Household size (Include all persons residing in the applicant's house or apartment and their Social Security numbers):

(1) Name	(2) Relationship	(3) Social Security Number	(4) Type/Verification	(5) Monthly Gross
Total				\$

D. Is the customer of record in receipt of CA or SSI (or additional State payments) on the date of application?

Yes. Repayment Agreement is **not** required (regardless of category of assistance under which the arrears are paid). No. Proceed to Section "E."

E. Household's gross monthly income on the date of application is \$ _____.

(Include all earned and unearned income for all persons residing in the house or apartment.)

For employed persons, include the name, address, and telephone number of the employer(s) beside the person's name.

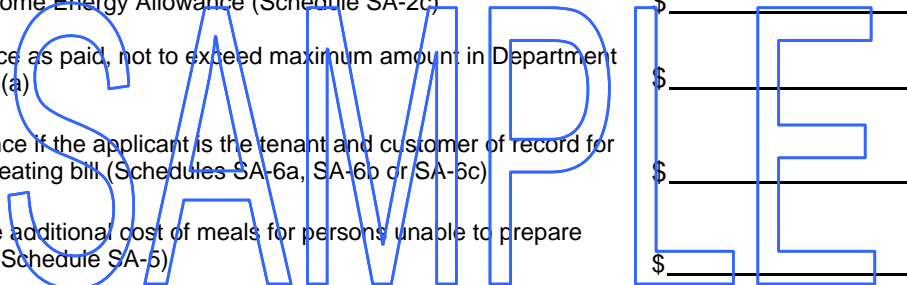
Employer's Name: _____ Telephone: _____
 First Name M.I. Last Name
 Address: _____

 City: _____ State: _____ Zip Code: _____

F. CA standard of need for household size in Section "C" \$ _____.

This is the sum of the following 6 items:

- 1. Basic Allowance (Schedule SA-2a) \$ _____
- 2. Home Energy Allowance (Schedule SA-2b) \$ _____
- 3. Supplemental Home Energy Allowance (Schedule SA-2c) \$ _____
- 4. Shelter Allowance as paid, not to exceed maximum amount in Department regulation 352.3(a) \$ _____
- 5. Heating Allowance if the applicant is the tenant and customer of record for the residential heating bill (Schedules SA-6a, SA-6b or SA-6c) \$ _____
- 6. If applicable, the additional cost of meals for persons unable to prepare meals at home (Schedule SA-5) \$ _____



G. Is Section "E" (gross monthly income) greater than Section "F" (Temporary Assistance) monthly standard of need?

- Yes. Repayment Agreement is required. Complete the Utility Arrears Repayment Agreement (**W-147X**) form.
- No. Repayment Agreement is **not** required.