2023-24 APPLICATION FOR THE LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

To apply for Energy Assistance, you must complete all questions front and back and sign at the red "X".
YOU CAN ALSO APPLY ONLINE AT WWW.COMPASS.STATE.PA.US or find your local county assistance office address at WWW.DHS.PA.GOV

YOUR NAME AND ADDRESS Your county assistance office address	DHS USE ONLY					
If you do not understand these instructions, contact your local county assistance office.	CRISIS CASH					
Disease complete this section for the head of household	Application Registration Number					
Please complete this section for the head of household. *Use the codes from page 2 to help provide the details.	County					
Name (Include Last, First Middle Initial) Date of Birth Sex Social Security Number	District					
Home Address (Include Street, Apt. Number, City, State & ZIP Code+4)	Record Number					
Mailing Address if different (Include Street, Apt. Number, City, State & ZIP Code+4)	Worker I.D.					
County You Live In Phone Number: Citizenship* Race (Optional)* Ethnicity (Optional)* Marital Status*	-					
If you are currently receiving Cash, Medical Assistance, or SNAP benefits, may we use the income you have on file?	Rejected Approved					
	Date					
What language do you prefer? ¿Qué idioma prefiere usted? ☐ English/Inglés ☐ Spanish/Español Other/Otro (specify/especifique) Do you need an interpreter? ¿Necesita un intérprete? ☐ Yes/Sí ☐ No If yes, what language? En caso afirmativo, ¿de qué idioma?						
3 Are You:						
Renting with heat included Renting subsidized housing/Section 8 housing with heat include	ed					
Renting with heat not included Renting subsidized housing/Section 8 housing with heat not included	luded					
An unrelated roomer An owner or are you buying your home Other:						
If heat is included in your rent, attach a note from your landlord stating that heat is included and what type of heat is used.						
What is your main heating source? Choose the type of energy that heats your home or is being used if your main heating source is not working. Attach a copy of your last bill or a statement from a utility or fuel dealer stating the type of fuel and that you are accepted as a customer.						
Electric Fuel Oil Coal Natural Gas Ferosene Propane or Bottled Gas Blended F	Fuel Wood/Other					
Do you need electricity to run your main heating source (secondary heat)? Yes No Check if any of the following apply and provide explanation if needed:						
Electricity is shut off Have a shut-off notice for electricity Main heating source	e is not working					
Gas is shut off Have a shut-off notice for gas Explain:						
Ran out of fuel Will run out of fuel within 15 days						





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6	Which utility company or fue your account information.	el dealer do	you	want to receive	your LIHE	AP gra	ınt? Write	their n	ame and address, and
	Name of Utility Company or Fuel Dealer						Account Nu	ımber	
	Address (Include Street, City, State & ZI	P Code+4)					Name on A	ccount	
	Please list your electric compa	ny if not list	ed ab	ove.			•		
7	Name of Electric Company					Acco	ount Number		
8	Do you use any other heating	source in y	our h	ome? Yes	No				
	If yes , please explain:								
9	If you are in subsidized/public has lif yes, how much? \$	nousing, do y	ou re	ceive a utility allow	/ance checl	< ?	☐ Yes	□ No)
10	Does anyone in your househo				-		_] No	
	List the people who live with y unrelated roomers who share member listed in block 1. See the codes below to help provide the ITIZENSHIP*: (1) U	household e "Did you r e details for	exper emen each	nber to" on pa	de anyone ge 4. ousehold.	in jail/p	orison. Do	not inc	
Е	ACE*: (optional) (1) B (7) N THNICITY*: (optional) (1) N	lack or Africa ative Hawaii on-Hispanic,	an Am an or , (2) I	ierican, (3) Amerio other Pacific Islan Hispanic or Latino	can Indian o der. List al	or Alask groups	can Native s that apply	:, (4) As y.	sian, (5) White,
IV	IARITAL STATUS*: (1) S Name	Ingle, (2) Ma	Sex	(3) Common Law Social Security		(4) Sep	arated, (5) Ethnicity*	Divorce	ed, (6) Widow/Widower
	(Include Last, First, Middle Initial) Person 1	(MM/DD/YY)	M/F	Number	Citizenship*	(Optional)	(Optional)	Status *	Relationship to You
this	person is currently receiving Cash, Me	dical Assistan	ce, or (I SNAP benefits, may	I we use the in	l come w	I e have on fi	le for this	s person? Yes No
	Name (Include Last, First, Middle Initial)	Birthdate (MM/DD/YY)	Sex M/F	Social Security Number	Citizenship*	Race*	Ethnicity* (Optional)	Marital Status *	Relationship to You
	Person 2								
this	person is currently receiving Cash, Me	dical Assistan	ce, or	SNAP benefits, may	we use the ir	icome w	e have on fi	le for this	person? Yes No
	Name (Include Last, First, Middle Initial)	Birthdate (MM/DD/YY)	Sex M/F	Social Security Number	Citizenship*	Race* (Optional)	Ethnicity* (Optional)	Marital Status *	Relationship to You
	Person 3								
this	person is currently receiving Cash, Me	dical Assistan	ce, or S	SNAP benefits, may	we use the in	icome w	e have on fi	le for this	person? Yes No
	Name (Include Last, First, Middle Initial)	Birthdate (MM/DD/YY)	Sex M/F	Social Security Number	Citizenship*	Race* (Optional)	Ethnicity* (Optional)	Marital Status *	Relationship to You
	Person 4								
this	person is currently receiving Cash, Me	dical Assistan	ce, or S	SNAP benefits, may	we use the ir	icome w	e have on fi	le for this	person? Yes No

If you have additional people in your house, please provide their information on a separate piece of paper and send it along with this application.



Using income on file for someone? You don't need to list them or their income in question 12.



Tell us about income for the people in your household. Please tell us about all income, before taxes and deductions. Types/sources of income include money from: Employment, Veteran's Benefits, Unemployment Compensation, Black Lung benefits, Social Security, Support, Workers Compensation, Interest/Dividends, Rental Income. See "Did you remember to..." on page 4.

Name	of pers	on with income	Type/source of income		Start Date	Date of First	Paycheck	How much each month?		
Name	of pers	on with income	Type/source of income		Start Date	Date of First	Paycheck	How much each month?		
Name	of pers	on with income	Type/source of income		Start Date	Date of First	Paycheck	How much each month?		
Name	of pers	on with income	Type/source of income		Start Date	Date of First	Paycheck	How much each month?		
			•		•	<u>'</u>		•		
13		e you interested in free would will be used to be used	eatherization service? Weath m evaluation.	erizat	tion services include	home	Yes	No		
14)	crir	ne, or an attempt to com	ousehold fleeing to avoid pro mit a crime that would be clas	ssifie	d as a felony?		Yes	No		
	IT y	es, wno?								
15	ls a	anyone in the U.S. Militar	y or has anyone been in the	U.S.	Military?		Yes	No		
	lf y	ves, who?								
	wh	o has been in the U.S. M	or child (under age 18) of an		in the U.S. Military o	or anyone	Yes	No No		
			Certi	fic	ation					
1.	Myc	ignature on this application giv		4	I understand I have the	right to annea	any decisio	n or undue delay in		
1.	Depa	artment of Human Services or	its authorized agent to:	decision which I consider improper regarding this application.						
	(a) check any information I give about where I live, my jobs, income, resources, energy supply and energy supplier; (b) share information with my energy supplier and receive information from my energy supplier to allow DHS to obtain a record of my annual energy consumption, cost and billing information for purposes of program evaluation, operation, or reporting; and (c) complete any survey in connection with energy assistance.			5.	I affirm that Pennsylva	, ,				
				 I understand any Social Security number(s) given will be used in the administration of this program, including cross matches with other programs. 						
				7. I understand that I will be sent a notice of eligibility or ineligibility and, if						
2.	Furnishing this information (including your SSN) is voluntary;				eligible, the notice will state the amount of my benefit. 8. I further understand that if my household is eligible for a LIHEAP cash					
however, failure to furnish the requested information may delay or prevent the completion of your application or delay or prevent your ability to receive benefits. If you fail to provide a SSN or fail			pplication or delay or prevent ou fail to provide a SSN or fail to	benefit, it must be sent directly to my utility company or fuel dealer unless I am a renter and my heat is included in my rent or my fuel is supplied by a fuel dealer who does not accept vendor payment.						
		plete the information below, yo tify that: (check all that apply)	u may be ineligible for benefits.	9.	I certify that, subject to					
		I provided Social Security no	umbers for all household	10	is true, correct and cor I know that if I give fals	•	•	•		
	_	members.	a those household members do	10.	imprisonment.	se imormation,	can be per	ialized by lifte aftarol		
		not have Social Security nur	e, these household members do mbers:	11.	I understand by signing LIHEAP money has ru		n, I may no	qualify because		
	_	Print Name	Print Name	12.	If your household is eliconsent form in the mammembers to be automated.	ail that could all	ow you and	your household		
		The following household me	embers are exercising their rights	Priva	cy Act Notice; Authority: 42 U	.S.C. § 405(c)(2)(C)	i) authorizes the	e collection of this information.		
	under Section 7 of the Privacy Act of 1974, and refuse to disclose their Social Security Number or may be unable to because they are a victim of domestic violence:				Purpose: The Department of Human Services ("DHS") will use this information to identify and verify income of applicant(s).					
					Routine Uses: The information will be used by and disclosed to DHS personnel and contractors or other agents who need the information for LIHEAP administration. Additionally, DHS may share the information with other government agencies or in reports to legislative representatives as required by foderal or Deposity legis law.					
		Print Name	Print Name	ieder	al or Pennsylvania law.					
3.			eligibility information to and from		Pleas	se Sign Here	- Use Ink			
	seek	assistance for which I may be	tion agencies and allow them to e eligible. The assistance may	X						
	inclu	de LIHEAP Cash, Crisis, or W	/eatherization benefits.		Signa	ture		Date		

Did you remember to								
	Fill out all required information clearly and completely.		Send proof of all household income.					
	Provide Social Security numbers for <u>all</u> household		Example: If you apply in November and are sending:					
	members or complete the Energy Assistance Affidavit in the Certification section on page 3.		 a) one month of income – send proof for October, the month prior to application. 					
	Send proof of immigration status if you are a non-U.S. citizen.		b) 12 months of income – send proof for November of the previous year through October of the current					
	If you rent with heat included, send a copy of your lease or signed, written statement from your landlord explaining how you pay for heat and the type of heat used.		year. PROOF INCLUDES PAY STUBS, AWARD LETTERS, EMPLOYER STATEMENTS, ETC.					
	If you pay for heat, send a bill for your main heating source. Attach a copy of your utility bill dated within 2 months of the date you submit your application. For other fuels provide a bill/receipt of a purchase from		If you told us you have no income or if your income is less than the cost of your monthly basic living needs, send a statement explaining how your household pays for basic living needs (food, rent, etc.).					
	January of the previous heating season to present.		Sign and date your application.					
	If you would like payment sent to your secondary heating provider, enclose a copy of your main AND secondary heating bills.		Mail your completed application and all documents to your local county assistance office. If you are not sure where that is, call 1-866-857-7095.					
	Voter Registration (Optional)							
I£ .								
If you are not registered to vote where you live now, would you like to apply to register to vote here today? Yes No IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.								
To register, you must: 1) Be at least 18 on the day of the next election; 2) Be a citizen of the United States for at least one month PRIOR TO THE NEXT ELECTION; 3) Reside in Pennsylvania and the voting district at least 30 days prior to the next election.								
Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency. If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private. Please contact the county assistance office if you would like help. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Secretary of the Commonwealth, PA Department of State, Harrisburg, PA 17120. (Toll-free telephone number 1-877-VOTESPA.)								
	COUNTY ASSISTANCE OFFICE STAFF WILL COMPLE	TE TH	IIS BOX BASED UPON YOUR RESPONSE ABOVE					
H	Given to Client/_/ Sent to voter registre							
	Declined, not interested/_/_ Not a U.S. citizen _	_//_	Declined, already registered//					

Apply online at www.compass.state.pa.us



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another format, please call our **Helpline** at **1-800-692-7462**. **TDD Services** are available by calling PA Relay at **711**.

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This notice contains important information about the privacy of your medical information. If you need this notice in another language or someone to interpret, please contact your local county assistance office. Language assistance will be provided free of charge.

Este aviso contiene información importante acerca de la privacidad de su información médica. Si necesita este aviso en otro idioma o alguien para que interprete, comuníquese con la Oficina de Asistencia de su Condado. La asistencia bilingüe será gratuita.

Данное уведомление содержит важные сведения относительно конфиденциальности вашей медицинской информации. Если вам нужно данное уведомление на другом языке или вам нужны услуги устного переводчика, обращайтесь в Бюро помощи вашего округа (County Assistance Office). Переводческие услуги предоставляются бесплатно.

此通知包括关于您的医疗信息的个人隐私方面的重要资料。如果您需要此通知译成其它语言或需要有人替您翻译,请联系您所在地区的郡县援助办事处。可提供免费语言协助。

Thông báo này gồm những thông tin quan trọng về việc bảo mật các chi tiết y tế cá nhân của quí vị. Nếu cần có thông báo này bằng một ngôn ngữ khác hay người để thông dịch, xin quí vị liên lạc với Văn Phòng Trợ Cấp Địa Phương. Trợ giúp ngôn ngữ sẽ được cung cấp miễn phí.

សំបុគ្រនេះមានពត៌មានសំខាន់អំពីការរក្សាទុកជាសម្ងាត់នូវពត៌មានពេទ្យ របស់លោកអ្នក។ បើលោកអ្នកត្រូវការសំបុគ្រនេះ ជាភាសាផ្សៀងឡេត ឬត្រូវការអ្នកណាម្នាក់ដើម្បីបកប្រែ សូមទាក់ទងការិយាល័យដីលហ្ស៊ែរបស់លោកអ្នក។ ជំនួយខាង រវាសានឹងផ្តល់អោយដោយឥតនិតថ្លៃ។

يحتوي هذا الإخطار على معلومات هامة حول خصوصية المعلومات الطبية المتعلقة بك. إذا كنت بحاجة إلى هذا الإخطار بلغة أخرى أو إلى شخص ما لترجمته لك، فيرجى الاتصال بمكتب معونة المقاطعة المحلي. وستقدم المساعدة اللغوية مجانًا.

The Department of Human Services (DHS) provides and pays for many types of benefits and social services. We also determine an individual's eligibility to receive benefits and services. To do these things, we have to collect personal and health information about you and/or your family. The information we collect about you and/or your family is private. We call this information "protected health information."

DHS does not use or disclose DHS health information unless it is permitted or required by law. DHS is required by law to maintain the privacy of protected health information, to provide individuals with notice of its legal duties and privacy practices concerning protected health information and to notify affected individuals in the case of a breach of unsecured protected health information. As a "covered entity," DHS must follow applicable laws protecting the privacy of your protected health information which include the Health Insurance Portability and Accountability Act (HIPAA) privacy rules. Under HIPAA, Medicaid agencies, certain health plans and health care providers are examples of covered entities that must comply with HIPAA. Other laws that may apply include rules concerning confidential information about Medical Assistance, other benefits, behavioral health, substance abuse/ treatment and HIV/AIDS. When we use or disclose protected health information, we make every reasonable effort to limit its use or disclosure to the minimum necessary to accomplish the intended purpose. This notice explains your right to privacy of your protected health information and how we may use and disclose that information. For more information on DHS privacy practices, or to receive another copy of this notice, please contact us. For information on how to contact us, see the "Questions or Complaints" section on the last page of this notice.

We are required by law to follow the terms of this notice. We reserve the right to change the terms of this notice and to make the new notice provisions effective for all protected health information we maintain. If we make an important change in our privacy policies or procedures, we will post a revised copy of the notice on our website and/or provide you with a new privacy notice by mail or in person. You may request and receive a paper copy of this notice at any time.

What is protected health information?

Protected health information is information about you that relates to a past, present or future physical or mental health condition, treatment or payment for treatment, and that can be used to identify you. This information includes any information, whether verbal or recorded in any form, that is created or received by DHS or persons or organizations that contract with DHS. This includes electronic information and information in any other form or medium that could identify you, for example:

Your name (or names of your children)
Address
Date of birth
Admission/discharge date
Diagnostic code

Telephone number DHS case number Social Security number Medical procedure code

Who sees and shares my health information?

DHS professionals (such as caseworkers and other county assistance office and program staff) and people outside of DHS (such as our contractors, health maintenance organization (HMO) staff, nurses, doctors, therapists, social workers and administrators) may see and use your health information to determine your eligibility for benefits, treatment, payment or for other required or permitted reasons. Sharing your health information may relate to services and benefits you had before, receive now, or may receive later. DHS will not use or share genetic information about you when deciding if you are eligible for Medicaid.

Why is my protected health information used and disclosed by DHS?

There are different reasons why we may use or disclose your protected health information. The law says that we may use or disclose information without your consent or authorization for the reasons described below.

<u>For Treatment</u>: We may use or disclose information so that you can receive medical treatment or services. For example, we may disclose information your doctor, hospital or therapist needs to know to give you quality care and to coordinate your treatment with others helping with your care.

<u>For Payment</u>: We may use or disclose information to pay for your treatment and other services. For example, we may exchange information about you with your doctor, hospital, nursing home, or another government agency to pay the bills for your treatment and services.

For Operating Our Programs: We may use or disclose information in the course of our ordinary business as we manage our various programs. For example, we may use your health information to contact you to provide information about appointments, health-related information and benefits and services. We may also review information we receive from your doctor, hospital, nursing home and other health care providers to review how our programs are working or to review the need for and quality of health care services provided to you and/or your family.

For Public Health Activities: We report public health information to other government agencies concerning such things as contagious diseases, immunization information, and the tracking of some diseases such as cancer.

<u>For Law Enforcement Purposes and As Required by Legal Proceedings</u>: We will disclose information to the police or other law enforcement authorities as required by court order.

<u>For Government Programs</u>: We may disclose information to a provider, government agency or other organization that needs to know if you are enrolled in one of our programs or receiving benefits under other programs such as the Workers' Compensation Program.

For National Security: We may disclose information requested by the federal government when they are investigating something important to protect our country.

For Public Health and Safety: We may disclose information to prevent serious threats to health or safety of a person or the public.

For Research: We may disclose information for permitted research purposes and to develop reports. These reports do not identify specific people.

<u>For Coroners, Funeral Directors and Organ Donation</u>: We may disclose information to a coroner or medical examiner for identification purposes, cause of death determinations, organ donation and related reasons. We may also disclose information to funeral directors to carry out funeral-related duties.

For Reasons Otherwise Required By Law: DHS may use or disclose your protected health information to the extent that the use or disclosure is otherwise required by law. The use or disclosure is made in compliance with the law and is limited to the requirements of the law.

Do other laws also protect certain health information about me?

DHS also follows other federal and state laws that provide additional privacy protections for the use and disclosure of information about you. For example, if we have HIV or substance abuse information, with a few exceptions, we may not release it without special, signed written permission that complies with the law. In some situations, the law also requires us to obtain written permission before we use or release information concerning mental health or intellectual disabilities and certain other information.

Can I ask DHS to use or disclose my health information?

Sometimes, you may need or want to have your protected health information sent or otherwise disclosed to someone or somewhere for reasons other than treatment, payment, operating our programs, or other permitted or required purpose not needing your written authorization. If so, you may be asked to sign an authorization form, allowing us to send or otherwise disclose your protected health care information as you request.

The authorization form tells us what, where and to whom the information will be sent or otherwise disclosed. You may revoke your authorization or limit the amount of information to be disclosed at any time by letting us know in writing, except to the extent that DHS has already taken action in reliance upon the authorization.

If you are younger than 18 years old and, by law, you are able to consent for your own health care, then you will have control of that health information. You may ask to have your health information sent to any person who is helping you with your health care.

Except as described in this Notice, we will not use or disclose your health information without your written authorization. For example, HIPAA generally requires written authorization before a covered entity may use or disclose an individual's psychotherapy notes. In most cases, HIPAA also requires written authorization before a covered entity may use or disclose protected health information for marketing purposes or before it sells it.

What are my rights regarding my health information?

As a DHS client, you have the following rights regarding your protected health information that we use and disclose:

<u>Right to See and Copy Your Health Information</u>: You have the right to see most of your protected health information and to receive a copy of it. If you want copies of information you have a right to see, you may be charged a small fee. However, generally, you may not see or receive a copy of: (1) psychotherapy notes; or (2) information that may not be released to you under federal law.

If we deny your request for protected health information, we will provide you a written explanation for the denial and your rights regarding the denial.

DHS does not receive or keep a file of all of your protected health information. Doctors, hospitals, nursing homes and other health care providers (including an HMO, if you are enrolled in one) may also have your protected health information. You also have a right to your health information through your doctor or other provider who has these records.

Right to Correct or Add Information: If you think some of the protected health information we have is wrong, you may ask us in writing to correct or add new information. You may ask us to send the corrected or new information to others who have received your health information from us. In certain cases, we may deny your request to correct or add information. If we deny your request, we will provide you a written explanation of why we denied your request. We will also explain what you can do if you disagree with our decision.

Right to Receive a List of Disclosures: You have the right to receive a list of where your protected health information has been sent, unless it was sent for purposes relating to treatment, payment, operating our programs, or if the law says we are not required to add the disclosure to the list. For example, the law does not require us to add to the list any disclosures we may have made to you, to family or persons involved in your care, to others you have authorized us to disclose to, or for information disclosed before April 14, 2003.

Right to Request Restrictions on Use and Disclosure: You have the right to ask us to restrict the use and disclosure of your protected health information. We may not be able to agree to your request. In fact, in some situations, we are not permitted to restrict the use or disclosure of the information. If we cannot comply with your request, we will tell you why. Except as otherwise required by law, we must grant your request to restrict disclosure to a health plan if the purpose of disclosure is not for treatment and the medical services to which the request applies have been paid out-of-pocket in full.

<u>Right to Request Confidential Communication</u>: You may ask us to communicate with you in a certain way or at a certain location. For example, you may ask us to contact you only by mail.

<u>Right to Receive Notification of a Breach</u>: You have the right to receive notification if there is a breach of your unsecured protected health information

Whom do I contact about my rights or to ask questions about this notice?

You can contact the DHS HIPAA helpline, toll-free at 800-692-7462 to discuss your rights or to ask questions about this notice. You can also contact your caseworker or health care provider or write to DHS's Privacy Office, 3rd Floor West, Health and Welfare Building, 7th and Forster Streets, Harrisburg, PA 17120.

You can receive important information or updates to this notice by visiting DHS's Web site at www.dhs.pa.gov.

How do I file a complaint?

You may contact either office listed below if you want to file a complaint about how DHS has used or disclosed information about you. There is no penalty for filing a complaint. Your benefits will not be affected or changed if you file a complaint. DHS and its employees and contractors cannot and will not retaliate against you for filing a complaint.

PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES PRIVACY OFFICE 3RD FLOOR WEST, HEALTH AND WELFARE BUILDING 7TH AND FORSTER STREETS HARRISBURG, PA 17120

REGION III U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES OFFICE FOR CIVIL RIGHTS 150 S. INDEPENDENCE MALL WEST - SUITE 372 PHILADELPHIA, PA 19106-9111

Effective: April, 2003 - Revised July 28, 2015

