

## Weatherization Assistance Program Income Guidelines

Effective January 12, 2024

Size of Family Unit	Annual Gross Income	Size of Family Unit	Annual Gross Income
1	\$30,120	5	\$73,160
2	\$40,880	6	\$83,920
3	\$51,640	7	\$94,680
4	\$62,400	8	\$105,440

### Required Documentation Checklist for a Complete Weatherization Application:

Our office makes every effort to process your application in a timely manner; however, this cannot be completed until all required paperwork has been submitted. Please note that the new application may be denied if all information has not been received within a **3-month** period from the date the application was signed.

#### \_\_Proof of Income:

- Wages – proof of the most recent 3 months gross income of everyone in the home (paystubs).
- Fixed income – letter of current benefits for Social Security, SSI, pension, unemployment, VA benefits, proof of benefits from TANF, child support, etc.
- Self-employed – previous year's income tax return including the Schedule C.
- Zero income – anyone 19 years old and over that doesn't receive income must attach a signed Certification of Zero Income Form.

#### \_\_Social Security Card(s):

- Copies of Social Security cards for the head of household.

#### \_\_Proof of Ownership (provide one document):

Client's name and physical address must be on the documentation. Client ***must provide one*** of these items:

- Site Built Home – proof of recorded Missouri deed, a recorded mortgage agreement, proof of paid real estate property taxes, or copy of current homeowners' insurance.
- Mobile Home – copy of mobile home title; recorded mortgage agreement for mobile home, proof of paid personal property taxes, or proof of current homeowner's insurance (mobile home information must be listed on the policy). The vehicle identification number (**VIN**) must be listed on the document that is provided.

#### \_\_Proof of Utilities:

- Copy of the most recent electric bill and natural gas bill (if applicable). The utility company must show the utility company name, service address, and account holder name. The name on the account does not have to match the name on the WAP application.

#### Renters:

Qualify for WAP, but you must provide your landlords name, address, and phone number. We will contact the landlord for approval to complete the work.

### How to submit your application and documents:

Email: [energyconservation@wcmcaa.org](mailto:energyconservation@wcmcaa.org)

Mail: 112 W 4<sup>th</sup> St., Appleton City, MO 64724

Fax: 660-476-6027



**MISSOURI LOW INCOME WEATHERIZATION ASSISTANCE PROGRAM APPLICATION**

**WEST CENTRAL MISSOURI COMMUNITY ACTION AGENCY**  
 112 West 4th Street  
 Appleton City, MO 64724

<b>FOR OFFICE USE ONLY</b>	
COUNTY	
JOB NUMBER	

Answer every question on the application and provide the proper supporting documentation. Leaving questions blank on the application or failing to provide proper documentation will cause delays.

<b>APPLICANT INFORMATION</b>			
NAME		PHONE NUMBER WITH AREA CODE	
ADDRESS	CITY	STATE	ZIP CODE
HAS THE HOME PREVIOUSLY BEEN WEATHERIZED? <input type="checkbox"/> No <input type="checkbox"/> Yes    Date: _____	SSN	EMAIL	

<b>HOUSEHOLD INFORMATION</b>					
TYPE OF HOME <input type="checkbox"/> House <input type="checkbox"/> Mobile Home <input type="checkbox"/> Shelter <input type="checkbox"/> Multi-family			ESTIMATED AGE OF HOME	REFERRED BY	
If you own your home, please provide proof of home ownership. (deed, mortgage, title, etc.) If you rent your home, provide your landlord's address, telephone number and fax number.					
Own <input type="checkbox"/>					
Rent <input type="checkbox"/>					
<b>Household Members</b>	TOTAL HOUSEHOLD MEMBERS	CHILDREN 19 AND UNDER	OVER 60	DISABLED	NATIVE AMERICAN

List all household members. If additional space is needed, please attach list.

Household Member Name	Date of Birth	Native American	Handicap or Disabled	Veteran
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide proof of income for the previous three months for all household members. If additional space is needed, please attach list.

<b>INCOME INFORMATION</b>		
Income Source	Amount	Interval

<b>FUEL CONSUMPTION INFORMATION</b>	
PRIMARY FUEL TYPE	
PRIMARY FUEL SUPPLIER	ACCOUNT NUMBER
PRIMARY ELECTRIC SUPPLIER	ACCOUNT NUMBER

## TERMS AND CONDITIONS

I hereby apply for weatherization assistance through the Low-Income Weatherization Assistance Program, or LIWAP, administered by Missouri Department of Natural Resources' Division of Energy and implemented by the weatherization agency with whom I am filing this application. I authorize and direct any federal, state or local agency, organization, business or individual to release to the weatherization agency any information needed to verify my application for weatherization assistance. I further authorize and direct the weatherization agency to release information to other entities for the purpose of determining my household's eligibility for the LIWAP.

I authorize the release of my billing and utility consumption history from my utility vendors providing service to the residence for which I request weatherization assistance, and those vendors are hereby released from any liability for providing information to the weatherization agency.

I understand information relating to my eligibility application or participation in the program, such as name, address, or income information, are generally exempt from disclosure and requests for such information will be treated by the Department of Natural Resources' Division of Energy consistent with the federal government's treatment of information requested under the Freedom of Information Act (FOIA), 5 U.S.C. 552, including the privacy protections contained in Exemption (b)(6) of the FOIA. A request for release of my personal information including but not limited to my name, address, or income information requires the Department of Natural Resources' Division of Energy to balance a clearly defined public interest in obtaining this information against my legitimate expectation of privacy. If a legitimate, articulated public interest is found, the Department of Natural Resources' Division of Energy may release my information in the aggregate with other recipients' information.

I understand that funds for weatherization assistance for my residence may be provided by federal and state agencies, utility vendors, and other sources, and I hereby agree that my information, to the extent not specifically required to be kept confidential pursuant to the federal Privacy Act and Freedom of Information Act, and Missouri laws including the Sunshine Law, may be released by the Department of Natural Resources' Division of Energy to qualified personnel for research, audits, program evaluation or reports, with appropriate restrictions on the use of that information (i.e., not to be released to the public). If I receive LIWAP services, I specifically authorize the Department of Natural Resources' Division of Energy to release information regarding my identity, address, weatherization services performed on my residence and other pertinent information, to my utility vendors or other appropriate entities for use in analyzing the effects of weatherization on utility usage, for other research, or for required reporting purposes. This authorization does not constitute public release of my identity, and I understand the Department of Natural Resources' Division of Energy will not publicly release or permit public release of my personnel information, and will place appropriate restrictions on use of my personal information. Highly sensitive information such as Social Security numbers, income or medical information will be protected from disclosure under the Privacy Act and Freedom of Information Act, as well as the Missouri Sunshine Law.

### **Civil Rights Statement:**

No person will be denied or discriminated against in connection with any program or activity receiving federal financial assistance from the U.S. Department of Energy because of race, color, national origin, age, sex or disability.

### **Access to Residence/Conditions:**

I agree and understand the Department of Natural Resources' Division of Energy staff, weatherization technicians and contractors must be given access to all areas of my home during business hours and on a reasonable schedule.

My signature below authorizes the Department of Natural Resources' Division of Energy employees, the weatherization agency employees, contractors and subcontractors to enter my home as needed to perform energy audits, weatherization work and inspections of weatherization work and such persons will not be held liable for any injury or expense incurred by me while participating in this program.

I agree and understand that if my home is deemed unsafe or unacceptable for weatherization technicians, contractors or inspectors to perform their duties due to unsafe or dangerous conditions, presence of debris, clutter, mold, insect/rodent infestation, pets, threat of violence, etc., the project will be postponed until these conditions are corrected.

I agree to allow my home to be photographed for pre-and post-work documentation.

I understand that in order to weatherize my home, holes may be drilled in walls (particularly outside walls) to install insulation. I understand holes will be plugged as part of the weatherization service, but that it is my responsibility to paint the plugs used to fill these holes. I also understand that older vinyl or other siding may be damaged during this process.

### **Closing Certification:**

My signature verifies this residence is not currently for sale, nor is it designated for acquisition, clearance or foreclosure by federal state or local programs, and has not been weatherized previously (unless work was performed prior to Sept. 30, 1994). Upon completion of work, I give permission for the contractor, subcontractor, the weatherization agency employees, the Department of Natural Resources' Division of Energy employees and federal officials to inspect that work.

I certify the information provided in this application is true, correct and complete to the best of my knowledge. I understand that I may be fined, imprisoned or both under state or federal law if I make false statements on this application in order to get benefits I am not eligible to receive. LIWAP service is free of charge, but I understand that if my home is served due to incomplete or incorrect information that would otherwise make my household ineligible, I accept responsibility for paying for services received.

My signature below indicates that I have read, understood and agree to the conditions of this application.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
FAMILY SUPPORT DIVISION  
AUTHORIZATION FOR RELEASE OF INFORMATION

FROM	LIHEAP Worker Name	Telephone Number	Date
	LIHEAP Agency Name	LIHEAP Agency Address	
TO	Name **		
	Address**		
RE	Applicant Name **	Applicant DCN	
I authorize the release of information regarding my situation described below to representatives of the Missouri Family Support Division. (Circle the applicable situation and explain if necessary)			
<b>Weatherization</b>			
Request copy of LIHEAP Payment Screen - E1PY.			
Lifeline			
Safelink			
Other (Explain)			
I (we) hereby release any person, representative of the Missouri Family Support Division, or representative of the LIHEAP contract agency from any liability for information furnished pursuant to this authorization.			
Applicant Signature **		Date **	
Signature of Other (If Applicable)		Date	

**Additional Information**

Are you and/or a family member a West Central Missouri Community Action Agency board member or employee now/within the last 12 months?

Yes:  Name: \_\_\_\_\_ Relation: \_\_\_\_\_

No:  If NO sign here. Signature: \_\_\_\_\_

Please note, being a West Central employee or relative of an employee/board member does not preclude you from receiving weatherization assistance.

**Energy Assistance**

Have you received Energy Assistance from West Central?

Most recent date assisted (approximately.) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If yes, please sign and date page 6 for authorization of release of information.

**Health & Safety**

Does your home currently have a working heating system? Yes  No

If no, do you know why your heating system is not working?

\_\_\_\_\_  
Does your home have any health and safety issues that you are aware of (pest, mold, septic, knob & tube wiring, lead, asbestos)?

\_\_\_\_\_  
Do you know of anyone who might be interested in our Weatherization Program?

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

How did you hear about this program?	
Social Media	
Website	
Radio	
Newspaper	
Referral/Friend	
Other	