



FOR IMMEDIATE RELEASE

Contact: Nicole Haney
Warren County Community Services, Inc. (WCCS)
570 North State Route 741-Lebanon, OH 45036
1-866-747-1042
nicoleh@wccsinc.org

Winter Energy Assistance Available Through Local Non-Profit

Lebanon, OH-December 5, 2017- **Please take note:** HEAP office at Warren County Community Services, Inc, will be closed from Dec. 25, 2017-January 1, 2018.

If you are a low-income household facing disconnection of your primary or secondary heating source, have already had service disconnected, or have less than a 10-day supply of bulk fuel, please contact Warren County Community Services' (WCCS) HEAP office immediately for assistance. The E-HEAP Winter Crisis Program, a federally funded program administered by WCCS, will be accepting applications starting November 1, 2017. Households with incomes at or below 175% of the 2017 Federal Poverty Guidelines may apply, see examples listed below:

Household Size	13 weeks	12 months
1	\$5,279.25	\$21,105
2	\$7,105	\$28,420

3	\$8,933.75	\$35,735
4	\$10,762.50	\$43,050
5	\$12,591.25	\$50,365
6	\$14,420	\$57,680

The following documents are required for WCCS HEAP Intake:

1. **Income documentation for all household members 18 years of age and older. If this documentation is missing, the application is incomplete.** Required income for the last 13 weeks/3months categories would be: Wages, Court Ordered Child Support (print out from agency, even if not received), Social Security/SSI award letter or copy of check/bank statement. TANF/OWF benefits. Unemployment (letter with weekly amount/printout), Utility Allowance (Metropolitan Housing contract), Self Employed (WCCS would prefer Quarterly Statement showing profit/loss for the past 3 months). **Zero Income-You must have documented proof of how you met your personal needs,** (including your rent/mortgage, food, utilities, medical and any assistance received). **Most importantly if someone has given you money for rent, bills, etc. WCCS and the Ohio Department of Development requires a notarized letter from the gift giver with their name, address and phone number and the amount given with the frequency of the loan and when it is expected to be paid back. With proof of cancelled checks and receipts.**
2. Copies of **both** bills for the main heating and electric utility source. If you heat with propane/fuel oil/wood, we also need a copy of your bill.
3. Documentation of co-payment is required. For City of Lebanon applicants proof of any co-pays must be paid prior to appointment-bring receipt (E-HEAP cannot pay sewer, water, garbage etc.).
4. Proof of Citizenship/Social Security Cards for all household members.

5. WCCS requires a picture ID and Social Security Card for Primary Applicant
6. WCCS requires proof of residency such as a copy of lease

To apply for this or other available HEAP assistance, please contact WCCS' HEAP, toll free at 1-866-747-1042 for an appointment or to hear times for walk-in assistance. The E-HEAP program is federally funded administered by WCCS.

XXX

About WCCS:

For more than 50 years, WCCS has served as the community's primary link for social services in Warren County, WCCS operates a wide range of programs and services that:

- Allow seniors and families to obtain and maintain long-term housing
- Assist families and individuals with emergency needs, employment and rising energy costs
- Help older adults to remain active and independent
- Prepare children to succeed in school