



# State of Alaska Heating Assistance Program

## *Emergency Application Processing*

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Heating Assistance Program applications are processed in the order they are received. Your application may be processed as an emergency if you meet **ALL** of the following:

- √ **Your household MUST be out of oil, propane, kerosene, wood, etc. OR will have your natural gas or electric service disconnected within 48 hours (MUST send copy of disconnect notice or fuel vendor statement); AND**
- √ **Your household's shelter costs MUST be larger than your PRIOR calendar month GROSS INCOME;**

To determine your household's shelter costs and gross income, fill out the worksheet below:

1. **Total Gross Income** (Include each household member's last month's income)

1.

**Add the following costs together:**

Shelter Cost Monthly rent, mortgage or space rent

Add + \_\_\_\_\_

Current balance of electric bill

Add + \_\_\_\_\_

Total balance of gas bill **or other heat source**

Add + \_\_\_\_\_

(Include copy of last fuel bill or \$200.00 in wood receipts)

2. **Total Shelter Cost**

2.

**If your #2 dollar amount is larger then #1 you may request emergency processing!**

- √ **If you meet ALL the above criteria, you may request emergency application processing.**

Submit a completed, signed and dated application with a good contact phone number, include a rent, space rent receipt or rental agreement, copies of all pay check stubs from prior month income, copy of disconnect notice and heating, fuel or wood receipts.

- *a household that resides in subsidized rental housing and has no direct home heating costs is not eligible for heating Assistance.*
- *if you are eligible for emergency processing your vendor will be notified by our office. You should contact your vendor directly and you will receive notification by mail.*