

STATE OF ALASKA  
DHSS / DPA / HEATING ASSISTANCE PROGRAM

**Fee Agent Interview Report**

**Applicant Name:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_  
**Fee Agent Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application Information**

*If gathering all required application information is not possible during this interview, payment for your services will not be affected.*

1. Write the name of the person who attended the interview: \_\_\_\_\_
- |  | <b>YES</b>               | <b>NO</b>                |
|--|--------------------------|--------------------------|
| 2. Is there anyone who usually lives in the house, but is away from the home?<br><i>If yes, list the name(s) and the expected date to return home.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  |                          |                          |
| 3. Has the applicant provided proof of the household's gross income received in the prior month before the date of their application? <i>For example, if someone applies in November, list all gross income received in October, regardless of the pay period. Examples of income: Wages, tips, fishing income, unemployment benefits, Social Security benefits, child support/alimony, VA, self-employment, National Guard pay, bingo/pull/tab winnings, Native cash assistance programs.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has any household member's employment ended within the last 60 days?<br><i>If yes, list the name of the person whose job ended, when it ended and the name and phone number of the employer.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  |                          |                          |
| 5. Has anyone in the household been employed in an occupation with a regular work season of 11 months or less during the past 12 months?<br><i>If yes, refer to Form B of the Heating Assistance Program packet.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has anyone in the household been self-employed at any time during the past 12 months? <i>If yes, refer to Form C of the Heating Assistance Program packet.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Did the household report living expenses on the application? Remember: Ask the household for proof of the expenses along with <b>heating and electric invoices</b> , and include them with the application. If they heat with wood, attach at least \$200 in vendor receipts for wood purchased to heat their home. Check the boxes that apply.<br><input type="checkbox"/> Rent/Mortgage <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/> Propane/Gas <input type="checkbox"/> Space Rent <input type="checkbox"/> Wood/Coal | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the applicant's housing cost's subsidized? If yes, include a copy of their rent change notice, calculation summary sheet and utility allowance sheet.  |                          |                          |
| 9. If the applicant claimed "no income," explain how the expenses have been paid, or note that they are not due or unpaid.   |                          |                          |
| _____  |                          |                          |
| 10. Have you completed the Fee Agent checklist at the bottom of Page 5 of the Heating Assistance Application?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you included copies of the client's most recent fuel and electric bills?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Did you include a copy of the social security card, state ID or government ID for the head of household?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Fee Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_