



Town of West Hartford Social Services
COMMUNITY RENEWAL TEAM
ENERGY ASSISTANCE PROGRAM
Program Year 2020-2021 (applications taken August 2020 to May 2021)

If you are you a West Hartford Resident as a tenant or home owner;

If your income is:

*Household Size – includes homeowners and renters that pay separately for heat, and renters whose heat is included in the rent, as long as more than 30% of gross income is paid towards rent.							
1	2	3	4	5	6	7	8
Up to \$37,645	Up to \$49,228	Up to \$60,811	Up to \$72,394	Up to \$83,977	Up to \$95,560	Up to \$97,732	Up to \$99,904

To qualify, please make an Energy Assistance appointment by phone, to help reduce the costs of winter heating bills, EVEN IF your heat is included in your rent payment.

- To make an appointment**
- Call 860-560-5800 then press option # 1 to make, cancel or check an appointment.
 - Press # 1 again to enter your social security number.
 - If you heat with Oil press #1, Gas/Electric press #2, or Heat Included press #3.
 - Press # 2 for “Not Hartford” and press # 6 for West Hartford.
 - Remember to write your appointment date and time as a reference.

**If you would like to speak to a live person,
 call the CRT Call Center 860-560-2694**

Please provide copies not original documents.

You can fax your documentation to fax # 860-561-7577, this is a confidential fax.

You can scan and upload your documents and send by email to: murrayc@crtct.org

You can bring the copies of your documents to WH Town Hall, in an envelope written on the outside “Room 306”, insert the envelope in the mail deposit box, located in the left side of the Main entrance, located at 50 South Main Street, West Hartford CT.

You can mail them to: 50 South Main Street, Room 306 W.H. CT 06107

Your application will be process and CRT will be notified you by mail.

The Town Hall is closed to the public due to the global pandemic. For information, please call 860-561-7566 or 860-561-7561.

The following documents are required:

IDENTIFICATION	Social Security cards for all family members in household or Individual Taxpayer Id #
Proof of RENT	Recent lease, rent receipt, mortgage statements, tax bill or lot rent receipt
	If heat is included in rent, proof of monthly rental amount paid by you to landlord (you must pay 30% of your income towards rent to apply & you must also supply the landlord's name, address, & telephone number.)
UTILITY payments	Recent electric bill, gas bill, and/or oil receipt.
Proof of INCOME	<ol style="list-style-type: none"> 1. If you are employed, four (4) most recent consecutive weekly paystubs, two (2) consecutive bi-weekly or semi-monthly paystubs or one (1) monthly paystub OR, if these are not available, you may bring a statement from your employer on company letterhead signed by either the employer or the payroll department, stating your gross wages for the last four (4) weeks. (Paystubs will only be accepted if they list your name and/or Social Security number.) 2. If you are Self employed - a notarized Self-Employment Worksheet for the last six (6) or twelve (12) full calendar months and your most recently filed 1040 IRS form including all relevant schedules (C, D, E, SE, K, etc.). 3. If you receive SOCIAL SECURITY OR SSI - Form 2458, available at the local Social Security office, OR a copy of your Social Security or Supplemental Security Income (SSI) check, OR a statement from the bank if you have a direct deposit, OR your most recent Social Security Award Notice, Form SSA-4926SM. 4. If you receive a pension or annuity - check stubs, or a letter from the payer on the letterhead of the payer stating the gross amount, or latest copy of the 1099R. 5. If you receive unemployment benefits, the printout of Unemployment Compensation Benefits from the Department of Labor (DOL) or from the DOL website at: www.ctdol.state.ct.us. 6. If you receive Workman's compensation or disability insurance- the short term or long term statement showing benefits and the period covered. 7. If you receive rental income - rent receipt(s) for rental income, or your tenant's lease, or photo static copies of check(s), or statement(s) from tenant(s) verifying rent. 8. If receive Veterans benefits - V.A. Award Letter for Veteran's Benefits (including pensions), or a copy of the check, or a statement from the bank if you have direct deposit. 9. If receive Dividends & Interest - a statements for the most recently completed period (if more than \$10.00 per month). 10. If received Alimony or and or Child Support - Divorce decree or Family Relations Court letter or lawyer statement verifying the amount and frequency of alimony and/or child support, or Child Support Enforcement letter or printout, or bank statement if payments go directly to bank account, or statement from legally liable relative if voluntary cash support payments or alternate means of support in lieu of child support payments are made directly to you. 11. If you receive assistance from friend and relatives – a statement(s) indicating the amount and frequency of payments from friends or relatives who are contributing to your household's support, signed by them. 12. If you have subsidized adoption benefits– a copy of current checks or award letter. 13. If you have Zero income- you will need to complete an Affidavit in Certification of Zero for any household member age 18 and over.
Assets	To verify your current account balance(s), you must provide statement(s) from every institution that you or any other adult household member(s) have an account with. (Liquid assets include savings and checking accounts, bonds, stocks/shares, Certificates of Deposit, or Individual Retirement Accounts if over 59 ½ years old). Documentation of Property Tax Payments (home, auto). Must have all pages of the most recent bank statement(s). The name of bank and account numbers must be on the printed statements