



Utility Assistance Application Check List

Thank you for your interest in applying for our Utility Assistance Program. This application will be used to determine your eligibility.

-This program is first come, first served.

-Please note, it can take 30-45 days to process your application from the time accepted from agency.

-It is your responsibility to provide all supporting documentation each time you apply.

-Remember to make regular payments on your utility accounts to avoid disconnection as we are unable to rush your application due to non-payment.

**STEP 1 Complete the Application:*



Complete Household Demographic Information:

- List full legal names (including full middle name), birthdate, Social Security Number and demographics for everyone who is staying at this residence (even if they do not contribute to household expenses).
- List current phone number, physical & mailing address.



Sign Application Disclaimer on page 5.

**STEP 2 Provide Documentation for the household:*



Identification

- Photo Identification for all adults (18+)
- Copy of social security card for all household members.



Proof of Income

- Social Security benefit letter (current year)
- Paystubs (for the last 30 days from date of application signature)
- Self-employment (request worksheet from agency)
- Child Support
- Unemployment (weekly claim print out)
- TANF
- If zero income, odd job, or informal income: complete the Declaration of Personal Income form for anyone over 18 (this includes children that are 18 and still in school)



Utility Bill(s)

- Electric, Northwest Natural, oil, and/or water utility bill (within the last 90 days)
- If you are seeking assistance for other energy sources (pellets, wood, propane) please provide receipts
- Is your utility included in your rent? Request landlord letter from agency.

Important Information

❖ Request your Social Security benefit letter:

Create a My Social Security account at www.ssa.gov

OR Call: 1-800-772-1213

OR Visit a Social Security Office

* Note: Bank Statements are not accepted as proof of Social Security benefits.

❖ Request Your Social Security Card:

www.ssa.gov/number-card/replace-card

OR Visit a local Social Security Office

❖ Get proof of your Unemployment benefits:

www.oregon.gov/EMPLOY/Pages/default.aspx

View Status of Weekly Report. Printed name MUST be on the form.

❖ Get Proof of Child Support Benefits through the State of Oregon:

www.doj.state.or.us/child-support

❖ Get Proof of your TANF benefits:

<https://one.oregon.gov/>

❖ Services for Deaf or Hearing Impaired Customers:

Oregon Telecommunication Relay Service is a service that links Deaf and/or Hearing impaired persons via telephone.

TTY/Voice 1-800-735-2900

Contact number for TTY/Voice: 1-800-223-3131 Hours: 9 A.M. to noon, 1 P.M. to 5 P.M.

To use this service, dial the number listed above. Give the agent the number you would like to call and he or she will stay on the line to relay the conversation. You can communicate directly with the person you contacted. All calls and information are confidential.

60% of State Median Income by Household Size
For Use in Federal Fiscal Year 2024

Estimated State Median by Household Size-Source HHS

Household Unit Size	Annual Gross Income*	Monthly Gross Income*
1	\$33,427	\$2,785.58
2	\$43,712	\$3,642.67
3	\$53,997	\$4,499.75
4	\$64,282	\$5,356.83
5	\$74,567	\$6,213.92
6	\$84,852	\$7,071.00
7	\$86,781	\$7,231.75
8	\$88,709	\$7,392.42
9	\$90,638	\$7,553.17
10	\$92,566	\$7,713.83
11	\$94,494	\$7,874.50
12	\$96,423	\$8,035.25
Each Additional Member	\$1,929	\$160.75

* Gross income means all household income before any deductions

Community Action Team, Inc. (Columbia County)

Fax: (503) 397-3290

Phone: (503) 397-3511

Email: energy@cat-team.org

Mail: 125 N 17th St
Saint Helens, OR 97051

Community Action Resource Enterprise (Tillamook County)

Fax: 1-855-631-4261

Phone: (503) 842-5261

Email: energy@cat-team.org

Mail: 2310 1st St, Suite 2
Tillamook, OR 97141

Clatsop Community Action (Clatsop County)

Fax: (503)-325-1153

Phone: (503) 325-1400

Email: energyassistance@ccaservices.org

Mail: 364 9th St
Astoria, OR 97103