



OPPORTUNITIES
for Williamson & Burnet Counties
Paths to Independence

Energy Assistance AND Self Sufficiency Case Management Intake Application Instructions

Directions for submitting an Application in 4 Steps

Step One:

- A. Print out the printable application form
OR
- B. Download electronic application form to your device.
 - 1. Save and Close blank electronic form to your device.
 - 2. Open the blank form using an Adobe Reader type application on your device or computer. *****Please do not complete the form in a web browser window.**

Step Two:

- A. Complete the application form pages (1 – 5). *****Read carefully and respond to ALL sections.**
- B. Complete the Signature on the Authorization page (page 5)
 - 1. Sign the Printed Version
OR
 - 2. Complete and Save the E-Signature on the Electronic Form
- C. Gather the required documents – *****See page 1 on application for specific details...**
 - 1. ALL forms of income from ALL members of the household *within the LAST 30 DAYS*.
 - 2. Clear copy of a picture ID from the applicant.
 - 3. Current Energy Bill with a balance owed.
- D. Complete the vendor release forms that follows ONLY if you have one of these specific vendors. The signer on these forms MUST be an authorized user on the account.
 - 1. MAACLink Release– For Atmos Energy Customers Only
 - 2. Reliant Energy Release – For Reliant Energy Customers Only
 - 3. Austin Energy Release – For City of Austin Energy Customers Only

Step Three:

- A. Page 6 is voluntary. This is for individuals and families whom are looking to increase their education or job skills and by increasing their income level and quality of life. This is a separate program called CSBG Case Management services. If you complete this page, a case manager will contact you regarding our CSBG program. *****This page will not affect your application status in regards to your energy assistance qualification.**
- B. Complete and sign Page 7 ONLY if you or individuals within the household, 18 years and over, are not receiving ANY income. This means the listed individual(s) are not employed, receiving cash benefits or contributing to the household income.





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Step Three Continued

- C. Complete and obtain signature for Page 8 ONLY if you or an individual(s) within the household, 18 years and over, AND are disabled AND NOT receiving cash benefits. *****Read the page for qualifications of disability.** The Self-Identifying individual or guardian will need to sign and date this form. One form for each household member.

Step Four:

- A. Submit completed forms and required documents to OWBC by **ONE** of the following:
1. Attach and Email to Utilities@owbc-tx.org
 2. Print and Fax to 512-763-1411
 3. Mail to OWBC, 604 High Tech Drive, Georgetown, Texas 78626
 4. Walk In application to the Community Services office in Georgetown – 604 High Tech Drive, 78626

Notice:

***Once the application is received, it will be reviewed for needed information for processing. Once it is determined that all information is available for processing, it will be placed in line to be qualified. This time period is fluid and could take up to 90 days during heavy demand times. Please feel free to call 512-255-2202 with any questions concerning your application.



Administrative Office: 604 High Tech Drive * Georgetown, Texas 78626
(512) 255-2205 * Fax: (512) 763-1411 * www.owbc-tx.org

