

Opportunities

for Williamson & Burnet Counties

CEAP AND CSBG Intake Application Directions

Step One:

- A. Complete the application form (pages 1 – 9).
1. Address **ALL** household member(s) living within the housing unit
 2. Read carefully and Respond to **ALL** sections
- B. Review the Signature pages for the following *****Very Important**
1. Page 2 SIGNATURE REQUIRED
 2. Page 9 SIGNATURE REQUIRED
 3. Page 7 Applicant Signature ONLY WHEN insufficient proof of income or if no income from the household member(s) within the last 30 days
 4. Page 8 Household Member Signature ONLY WHEN household member is disabled but no cash benefit or award is received
 5. Vendor Release forms ONLY WHEN you have one of these specific energy vendors.
 - City of Austin Energy Customers - Austin Energy Release
 - Reliant Energy Customers - Reliant Energy Release
 - Atmos Energy Customers - MaaLink Release

***** The signer on these forms MUST be an authorized user on the energy account.**

Step Two:

- B. Gather the required documents
1. Clear copy of ID forms from **ALL** household members *****See Below for options**
 2. Clear copy of Citizenship from **ALL** household members *****See Below for options**
 3. **ALL** forms of income from **ALL** members of the household *within the* **LAST 30 DAYS**
 1. *****See page 6 for possible forms of Income. Where proof is difficult to obtain, or no income is received complete and sign page 7**
 4. Current Energy Bill(s)



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Step Three:

A. Submit completed forms and required documents to OWBC by **ONE** of the following:

1. Email: Utilities@owbc-tx.org
2. Fax: 512-763-1411
3. Mail: OWBC, 604 High Tech Drive, Georgetown, Texas 78626
4. Walk In: OWBC, 604 High Tech Drive, Georgetown, Texas 78626

Notice:

- ❖ *In reference to Systematic Alien Verification for Entitlements form (Page 2), in order to qualify for Energy Assistance, households must meet requirements for proof of ID and US Citizenship for members within the household. Applications are evaluated on several conditions, if unable to obtain items for all members of the household, please contact our office. This may not disqualify the application entirely.*
- ❖ *When the application is received, it will be reviewed. Once it is determined 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.*

01/30/2020

