



CT WAP Weatherization Guidance No. 30

Effective Date: October 18, 2016

Updated: October 18, 2016

Client Intake for the Connecticut Weatherization Assistance Program

The purpose of this guidance is to provide a checklist for intake into the Connecticut Weatherization Assistance Program. This guidance applies to all Connecticut Weatherization Assistance Program (CTWAP) and Connecticut Energy Assistance Program (CEAP) intake points effective immediately.

Connecticut Weatherization Assistance Program Client Intake Policies

Right to Apply: A household cannot be denied the opportunity to make a formal application for weatherization services. An application appointment process may be used, but no one may be deterred or unnecessarily delayed in applying for weatherization benefits. Applications for weatherization shall be made available by Sub-Grantees to any potential clients at any time during the contract period. Households may apply directly for weatherization benefits without participating in receiving CEAP benefits. And income is to be verified using the WAP guidelines in those instances. Households may apply for CEAP/CTWAP utilizing a joint process. In those instances income is verified utilizing the CEAP Asset Test. Any applicant/household member who is of 18 years of age or older may sign the application. Low-Income households who are members of an Indian tribe are to receive the same benefits and assistance provided to other low-income persons within the State of Connecticut.

Waitlist/Prioritization: If at anytime demand for weatherization services creates a waitlist it is the responsibility of the weatherization sub-grantee to maintain a list of eligible clients for their designated Region(s). This tracking system must be reviewed and approved by the state grantee. The waitlist must not only account for the length of time a client/household has been on the list but also prioritize clients/households according to program goals and the following Priority Groups:

Vulnerable: This is a household that has members who are at risk if services are not provided

Elderly: A household with a member who is **60 years of age or older**

Disabled: A household with a member who has a disability as is established by a members receipt of Medicaid, Social Security Disability, Connecticut State Supplement to the aged, Blind and

disabled, or Supplemental Security Income. Other medically based documentation from a qualified physician, establishing a disabling medical condition may be used

Young Children: A household member who is of 5 years of age or younger

Large Households: A household with 8 members or more

High Energy Use: A household with an annual heating cost of \$2500 or more

High Energy Burden : A household whos annual heating cost is 20% or more of the households income

Please see the attached document and which is to be used during the Client Intake Process

Connecticut Weatherization Assistance Program for Low-Income Persons Intake Form

Household qualifies for Connecticut Weatherization Assistance program for Low-Income Persons (CTWAP) YES NO

Household was referred to the Utility Home Energy Solutions Income Eligible (HES-IE) YES NO

Contact Information

Applicant Name: _____

Address: _____

City: _____

Zip Code: _____

Phone Number: _____

Place a check to correctly answer each question. Please attach a printed copy or print screen capture of each verification asked for to fill in this intake sheet to be used as backup if necessary.

YES NO

Is the Applicant Currently on energy assistance?

Please provide the following as back up from Captain Software:

Energy Assistance Case Number: _____

Income Amount Used: _____

Dates of Qualification: _____

Print the full Energy Application and Award Letter

YES NO

Does the applicant fall into a priority group?

YES NO

Vulnerable (State Reason): _____

YES NO

Elderly (# and Age(s)): _____

YES NO

Young Children (# and Age(s)): _____

YES NO

Disabled (# and Ages): _____

YES NO

Occupants (# and Ages): _____

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YES NO

High Energy Use (Annual Heating Cost): _____

YES NO

High Energy Burden (% of income spent on Energy): _____

YES NO

Has the applicant received any CTWAP services since September 30 1994?

Checked CTWAP Log

Checked CSG Log

Checked SHE Software System

Checked Weatherization Express

YES NO

Is the home in foreclosure or mediation (<http://civilinquiry.jud.ct.gov/partysearch.aspx>)?

YES NO

Is the home listed for sale (Realtor.com)?

YES NO

Able to verify ownership and good standings with the town Assessor's Office

YES NO

Has HES-IE been previously performed? Last CT# _____

If the Home qualifies please proceed with the following:

- Log the client name on the CT WAP Lead Sheet

Your Signature below indicates that you have provided a thorough check of information above and verified all information to determine proper eligibility for the Connecticut Weatherization Assistance Program for Low-Income Persons.

Weatherization Program Specialist Signature

Date