



Weatherization Guidance No. 37

Effective Date: October 18, 2016

Self Certification and Proof of Eligibility

Due to recommendations by the US department of Energy the Connecticut Weatherization Assistance Program for Low-Income Persons is providing a procedure to “Self Identify” as a Low-Income person who is eligible for the Weatherization Assistance Program. This guidance also outlines the procedure for “Proof of Eligibility”. This guidance pertains to all possible Weatherization Assistance Program intake points. If there are further questions, please contact your field representative.

The State Plan

“Proof of Eligibility” To the maximum extent practicable, proper proof of income eligibility and the associated documentation should be included in the client file. Eligibility may be determined by the following methods: “Eligibility determined by Outside Agency/Program” In income eligibility is determined by an outside agency or program, ie Low-Income Home Energy Assistance Program (LIHEAP) or the US Department of Housing and Urban Development (HUD), then copies of the eligibility documentation can be a statement of LIHEAP eligibility or a copy of the HUD building list, included in the client file.

“Self-Certification” only can be conducted if all other avenues of documenting income eligibility are exhausted. However evidence of the various attempts to prove eligibility must be contained in the client file, including a notarized statement signed by the potential applicant indicating that he/she has no other proof of income. (See Attached Example)

CERTIFICATION OF ZERO INCOME

(To be completed by adult household members who are claiming zero income from any source, if appropriate.)

Household Name: _____ Unit No. _____

Development Name: _____ City: _____

- 1.) I hereby certify that I do not individually receive income from any of the following sources:
- a. Wages from employment (including commissions, tips, bonuses, fees, etc.);
 - b. Income from operation of a business;
 - c. Rental income from real or personal property;
 - d. Interest or dividends from assets;
 - e. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
 - f. Unemployment or disability payments;
 - g. Public Assistance Payments;
 - h. Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;
 - i. Sales from self-employed resources (Avon, Mary Kay, Shaklee, etc.);
 - j. Any other source not named above.

2.) Choose One:

Currently, I have no income of any kind and while I am seeking employment, there is no definite job offer at this time.

Currently, I have no income of any kind and I will not be seeking employment at this time.

3.) I will be using the following sources to pay for rent and other necessities: _____

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that provided false representation herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of a leases agreement.

Signature of Applicant/Tenant	Printed Name of Applicant/Tenant	Date

Signature of Notary Public	Printed Name of Notary Public	Date