



CAP HEATING ASSISTANCE PROGRAM GUIDELINES TRIBAL ELDERS PENSION (TEP) & TRIBAL DISABILITY PENSION (TDP)

FUNDING

The Tribal Elders Pension (TEP) and Tribal Disability Pension (TDP) Heating Assistance Program funding comes from KBIC's general fund and is set aside for this program by the Tribal Council.

OTHER RESOURCES

The LIHEAP Program administered by KBIC **must** be applied for and utilized prior to any heating assistance payments under this program, if the household is income eligible.

ELIGIBILITY

The applicant must be an enrolled KBIC member who living in Baraga County or on Marquette County Trust Land and:
1) Be age 62+ years of age; or 2) Be receiving Social Security Disability or other long term disability on a monthly basis and have a gross income not to exceed \$1000.00 per month.

GENERAL RULES

- Heating assistance payments are **ONLY** made for actual heat usage from November 1 through May 31. Any serviced or delivered fuel prior to November 1 or after May 31 will be the applicant's sole responsibility to pay. The applicant or their spouse must be personally, financially, and legally be responsible for the heating bill and/or rental payment and maintain such responsibility for their primary residence throughout the entire year.
- The heating assistance program will **ONLY** pay to heat the applicant's primary residence, year round, within the service area. All other payment requests for bills submitted for any other building other than the primary residence will be denied.
- Payment assistance is available for those applicants that have heat included in their monthly rent. They are eligible for payments up to \$100.00 per month. A written statement from the landlord, including their name and address and company name (if applicable) is required along with the rental amount. It **MUST** also state that the heat is included in the rent.
- Heating costs or rental assistance for those persons who migrate to another location other than their primary residence within the service area, **WILL NOT** be paid. **EXCEPTION: HEALTH-Applicants MUST** provide written documentation from their primary care physician stating their medical condition and reason that they must temporarily leave the service area as a medical benefit to their health.

HEATING BILLS

- All bills should be submitted at least seven (7) working days before the due date. This ensures timely payments. It is the applicant's responsibility to pay any late fees; to submit their own bills every month, including late bills; and obtaining old billing statements. Only current charges will be paid through this program. If the bill shows a credit a payment will not be made on your behalf.
- Deposits, past due charges, disconnects, shut-off notices, arrearages, service fees, finance charges, or any other charges determined ineligible through the heating program **WILL NOT** be paid. Each vendor has a different billing procedure, so payments will vary.
- If your primary heat service is electric, we only pay the heating portion of the bill. All other costs (e.g. water and sewer) are the applicant's responsibility to pay.
- Payments will be made directly to your heating company, vendor, or landlord. No reimbursements will be paid directly to **ANY** individuals. The allowable heating assistance amount will be determined each fiscal year in October.

*NOTE: Participation in this program is strictly voluntary, provided you are eligible. If the payments to your heating vendor or landlord affect your Social Security, Medicare or Medicaid eligibility, only **YOU** can decide whether or not to utilize the program.*

(Tribal Council approved amendment on 10/22/2015)