

The purpose of the Florida Low Income Household Water Assistance Program is to provide appropriate and timely assistance to **income eligible** households. Individuals who meet the eligibility criteria may receive water-related assistance. It is the Applicant's responsibility to provide clear/legible documents to complete application process for assistance. This process can take up to 45 days. You are responsible to continue paying on your energy account until application has been processed.

1. Current Valid State of Florida's Id showing that you resides in Jackson County: \*drivers' license \* permanent Florida picture ID \*work or School ID card with address
2. Provide **current** copy of:
  - \* Electric bill original showing annual usage
  - \* Water bill original show average usage (if bill shows non-related water services, these amounts have to be paid or a written notice from utility company that payment arrangements has been made, before applying for assistance.
3. Proof of ALL gross income for the last 30 days household members regardless of age..... **NO BANK STATEMENTS ACCEPTABLE**
  - Wages: Self-employment statement along with most recent quarterly tax record, for the current year
  - Social Security; SSI; SSDI-provide one valid form of disability such as DMV statement, DMV decal, and/or physician's statement
  - Child Support; Temporary Cash Assistance (TANF); If the child does received any income, please provide documentation that you have cooperated with necessary authority to receive income on their behalf.
  - Statement from Family/Friend that helps you, who has not received assistance from our programs; Regular monetary gifts
  - Retirement Benefits; VA Benefits; Pension Benefits
  - Rental income from housing or land
  - School related benefits (electronic proof is acceptable)
  - If you are the applicant, and do not work, a written statement is required as to how you make ends meet.
  - If a person ages 16-17 and do not attend school or work, provide a written statement as to why the person does not go to school or work
  - Individual who is over the age of 18 years of age and does not work has to complete a no-income form and written statement as to who assist with expenses.

4. Birth Certificate/Hospital Birth Record for **children** 5 years old and younger.
5. Current Food Stamps Benefits. Statement from Dept. of Children & Families or electronic Access Florida statement; statement for the month you are requesting utility assistance, **must** consist of:
  - Amount of benefits receiving
  - List of ALL household members\*members listed on the rental/lease agreement
6. Copy of Social Security Card for **ALL** members of household.
7. Alien Status: provide necessary governmental documentations of legality for residing in Jackson County and country.
8. Provide signed legible typed and/or written statement if your utility bill is in someone else's name, the reason needs to be in writing.
9. New Services: provide a copy of current **paid** house/apartment rent deposit receipt, work order form from utility company, copy of a signed lease/rental/family property agreement.
10. Disconnected services: a copy of current **paid** house/apartment rent receipt, a signed lease/rental agreement, and a written statement from property owner that you will remain in the home for an additional 30 days.
11. Homeowners, provide a copy of ownership for your place of resident. If you live on/in family home/property, provide written statement from executor of estate that you have permission to live in that dwelling. If mortgage is currently in foreclosure, provide valid documentation that you will remain in the home at least 30 days from the date of application.
12. Renters: Documentation cannot be more than a year old
  - Current copy of signed lease or rental agreement by Landlord/property owner and the applicant.
  - Calculation page showing how rent is figured for subsidy. Agreement that shows utility reimbursements and/or utility allowances.
  - Household members listed
13. Family property: If you the applicant name are not listed on deed, a written statement from family member, giving permission for you to live in the home.

**Special Notes:**

**Application can be printed from:** [jacksonseniors.org](http://jacksonseniors.org) by clicking on "LHWAP –Water application" tab



Applicant \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Applicant's Telephone # (\_\_\_\_) \_\_\_\_\_

I \_\_\_\_\_ acknowledge that I have received the Fraud Policy from the Jackson County Senior Citizens.

- The Agency must contact DEO and keep staff informed as to the progress of the investigation, the disposition, and if any funds will be returned.
- All repayments must be returned to DEO.
- The Agency should continue to work with the prosecuting officials, and the Agency can, if requested, receive and track repayments from the client.
- Once every attempt has been made to contact and work with the client for recovery of overpayments and the client has been unresponsive or uncooperative, the information should be turned over to local law enforcement.
- Fraud is considered theft and a crime therefore the Agency should report the criminal activity to their local law enforcement agency.

IV. INVESTIGATION AND PROSECUTION

5400 CLIFF STREET  
GRACEVILLE, FLORIDA 32440  
PHONE (850)263-4650  
FAX (850) 263-4136

2931 OPTIMIST DRIVE  
MARIANNA, FLORIDA 32448  
PHONE (850)482-5028  
FAX (850) 526-4478

*Jackson County Senior Citizens Org., Inc.*



