



These documents must be returned with the Weatherization Application.

- Proof of home ownership (send one of the following):
For a house: Current property tax bill Current mortgage statement Paid deed
For a mobile home: Bill of Sale Current mortgage statement Title
 - Copy of a current (not expired) driver's license or state ID for all household members age 18 or over
 - Four consecutive copies of check stubs for employed household members
 - Current proof of income from Social Security, Unemployment, Retirement, Disability, etc. Social Security benefit letters can be obtained at a local office or at www.ssa.gov. **Bank statements cannot be used as proof of income.**
 - Copies of Social Security cards for all household members
 - Current full-page copies of gas, electric, propane bill (do not send cut off notices or payment stubs)
Send ALL pages of your bills. The bills must show how much energy your home uses
 - A signed **Authorization to Release of Information/Right To Appeal/Civil Rights Form** (Enclosed)
 - A **Zero Income Form, Income Supplemental Sheet and Statement of Contributions** must be completed if the household does not have any income, if any household member age 18 or over does not receive income, or if someone helps you pay your bills. (Enclosed)
 - A **Lessor/Owner Agreement Form** must be completed if you live in a rental home. The owner of the home must prove ownership by providing one of the three documents listed above. (Enclosed)
- Applications can be brought to our office or mailed. Do not fax any information.



**PUT YOUR MONEY BACK IN
YOUR POCKET
SAVE MONEY ON YOUR
UTILITY BILLS**



PROGRAM DESCRIPTION: The Weatherization Assistance Program installs energy efficiency measures in the homes of qualifying homeowners free of charge. **THIS PROGRAM DOES NOT REPAIR OR REMODEL HOMES.** We serve the following parishes: Bienville, Bossier, Claiborne, DeSoto, Morehouse, Natchitoches, Red River, Sabine, Union and Webster.

MISSION: To reduce energy costs to low-income families by improving the energy efficiency of their homes while ensuring their health and safety. Priority is given to homes with elderly (60 years plus), disabled, and families with children (under 18).

ELIGIBILITY REQUIREMENTS: Both household income and dwelling must meet guidelines.
Dwelling must pass an energy audit inspection.

2025-2026 Income Guidelines
(effective July 1, 2025—June 30, 2026)

People in Household	Household Monthly Income Limits—Gross Amount
1	\$2608.33
2	\$3525.00
3	\$4441.67
4	\$5350.00
5	\$6275.00
6	\$7191.67
7	\$8108.33
8	\$9025.00

Weatherization Assistance Program (WAP) Application for Assistance

To be completed by the Contractor:	Eligibility		Date entered into HES	
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1. Application Information:

Date: _____ Parish: _____

Contractor: DeSoto Parish Police Jury/Office of Community Services

Applicant: _____

Street Address: _____

Mailing Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

2. Fuel Usage Information:

Utility Name	Account #	Name On Bill	Energy Cost	Utility Allowance

3. Fuel Type for Heating: _____

4. Household Information:

Name	SSN	Disabled	Race	Sex	Date of Birth	Age

LHC WAP: Application for Assistance

5. Family Income Information:

Name	Income Type	Employer Name	Monthly Income	Frequency
Total Family Income				

6. Do any household members have pre-existing or potential health conditions to take into consideration for weatherization of the residence? Circle Yes or No

Please contact the person listed below with any potential health condition issues:

Name: _____ Phone: _____ Email: _____

7. Type of home: (Circle One)

- Single Family House – Owner Occupied
- Single Family House – Renter Occupied – Owner Contact: _____
- Mobile Home – Owner Occupied
- Mobile Home – Renter Occupied – Owner Contact: _____
- Duplex – Owner Occupied
- Duplex – Renter Occupied – Owner Contact: _____
- Apartment (2-4 units per building) – Renter Occupied – Owner Contact: _____
- Apartment (5 or more units per building) – Renter Occupied
- Other _____

8. What year was the home built? _____

9. Has the home received any weatherization services in the past? Circle Yes or No

If so, when? _____

Who performed the past services? (Circle One)

- The contractor listed above
- Louisiana Housing Corporation (LHC)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Department of Agriculture (USDA) – Rural Development (RD)
- City or Parish Government
- Utility Company (i.e. Entergy, Cleco, Atmos, etc.) _____
- Private funds
- Other _____

LHC WAP: Application for Assistance

Sign and date this
form twice.

AUTHORIZATION TO RELEASE INFORMATION:

I understand that the personal information furnished by me to process my WAP application for assistance is confidential information. I understand that providing authorization to release information is not required for me to obtain services under the Weatherization Assistance Program (WAP) and is strictly voluntary.

I authorize Louisiana Housing Corporation to release or disclose all or parts of the information in my client file to outside sources for the purposes of statistical research only.

☐

Yes

☐

No

Applicant Signature

Date

APPLICANT ASSURES THAT:

- I have furnished true and correct information regarding household income and agree to promptly report any changes in the household income or number of individuals living at the listed address.
- I grant the Agency and the Louisiana Housing Corporation full permission to verify any and all information with both public and private sources or any entity, which may have furnished me, services.
- I understand that if I receive services for which I am ineligible because of false information, I may be required to repay the Louisiana Housing Corporation.
- I understand that I have a right to request a fair hearing from the Louisiana Housing Corporation if I feel that the decision regarding services requested is unfair or that my civil rights have been violated. The contractor staff person completing this application has read these assurances to me; I fully understand this agreement and have been given an opportunity to ask questions.
- I understand that by signing this document that I attest to the truth of all information provided (either verbally or in writing) to the Louisiana Housing Corporation and the Contractor named in item # 1 of this form. I understand that failure to provide complete, accurate information may result in me having to repay cost associated with the weatherization work. I further,
 - Give permission for the agency to weatherize my home.
 - Certify that I live at the listed address and am responsible for payment of utility bills at that address.
 - Authorize utility supplier(s) to furnish billing records before and after WAP services are applied to my home.
 - Give permission for the agency to complete a final inspection for quality control after WAP services.
 - Release the Louisiana Housing Corporation and the Contractor named in item # 1 of this form, from all liability while weatherizing my home.
 - Grant permission for photographs and information to be used to document and publicize weatherization.
 - Certify that property is not scheduled for acquisition or clearance under a government program.

Right to an Appeal and Fair Hearing: If you believe that you have been treated unfairly or a mistake has been made about your eligibility for services; you have the right to request a fair hearing. This means that you will be given an appeal hearing by the Louisiana Housing Corporation at which time you will be able to present your side for review by persons who will assure that you are treated fairly. Your right to request a fair hearing applies to any of the following.

1. Any decision made by the contractor concerning eligibility redetermination for services or the amount, continuation, termination, or reduction of services.
2. Failure by the contractor to act with reasonable promptness on a request for services.

Before you request a fair hearing, you or your representative may discuss your concerns with a worker or supervisor of the contractor agency for an explanation of the reason for the agency's action. If you are still dissatisfied, you may request a fair hearing within 30 days after the agency's decision by completing and signing below and mailing this form to the Louisiana Housing Corporation, 11637 Industriplex Blvd., Baton Rouge, LA 70809. You will be notified of the date and place of the fair hearing at which time you can represent yourself or authorize someone else such as legal counsel, relative or friend. I wish to request a fair hearing because.

Civil Rights:

If you believe you have been discriminated against because of race, color, religion, sex, age, familial status, national origin, and/or disability status, you may file a complaint either through the contractor agency or directly to the Louisiana Housing Corporation, 11637 Industriplex Blvd., Baton Rouge, LA 70809 (225) 763-8700; or to the Office of the Governor, Louisiana Commission on Human Rights, P.O. Box 94094, Baton Rouge, LA 70804.

Applicant's Signature

Date

Worker's Signature *

Date

***In signing this form, the worker certifies that the above stated assurances, authorizations, right to appeal and fair hearing statement and Civil Rights statement have been read, explained, and a copy given to the applicant.**



If you are 18 or older without income, you must complete this form. If you don't work and your spouse pays all bills select Other and explain in space below. If it doesn't apply to you, throw it away.

ZERO INCOME STATEMENT FORM

Date: _____

I, (Full Name) _____, (SSN) _____ - _____ - _____

do hereby certify that I am unemployed and have no income for the following reason: (check appropriate reason(s))

____ Laid off. Enter month and year of last date worked _____

____ The job I had was seasonal and has ended

____ I am unable to find employment

____ I have been or am, (circle one) **sick** / **injured** and unable to return to work.

____ I expect to return to work by (month/year) _____

____ I have small children and no one to care for them except me

____ My only source of income is from _____

____ I am no longer eligible for Unemployment Benefits

____ I receive assistance from the La. Dept. of Social Services (circle all that apply) Food Stamps,

TANF funds, OTHER: _____

____ Other (please use the space below to write any conditions that are not covered above)

-

I understand that if I knowingly give **incomplete**, **inaccurate**, or **incorrect** information I am subject to criminal prosecution under Title 18 of the U.S. Code.

Signature: _____

Customer Signature

Agency Representative

ZERO INCOME SUPPLEMENTAL SHEET

APPLICANT NAME: _____

MONTHLY EXPENSES

SECTION 1: HOUSEHOLD MONTHLY EXPENSES

RENT/MORTGAGE	
FOOD PURCHASES	
AVG. ELECTRIC BILL	
AVG. GAS BILL	
AVG. WATER BILL	
SEWER/GARBAGE	
HOME TELEPHONE	
CELL PHONE	
CABLE/SATELLITE	
CLOTHING EXPENSES	
SCHOOL EXPENSES	
MEDICAL EXPENSES (NOT MEDICINE)	
PRESCRIPTION EXP	
TOTAL HOUSEHOLD	

SECTION 2: VEHICLE MONTHLY EXPENSES

CAR NOTE	
AUTO INSURANCE	
AVG. FUEL COST	
TOTAL VEHICLE	
TOTAL HOUSEHOLD EXP	
TOTAL VEHICLE EXPENSES	
OTHER (IF ANY)	
TOTAL EXPENSES	

MONTHLY INCOME

SECTION 3: MONTHLY INCOME

SELF EMPLOYMENT	
WAGES	
SSA	
SSI	
VETERANS PENSION	
UNEMPLOYMENT	
WORKMAN'S COMP	
RENTAL INCOME	
ALIMONY	
TANF CASH ASSISTANCE	
REGULAR CONTRIBUTIONS	
*FAMILY	
*FRIENDS	
OTHER	
TOTAL INCOME	

SECTION 4: EXEMPT INCOME

FOOD STAMPS	
AFDC	
CHILD SUPPORT	
OTHER INCOME	
TOTAL EXEMPT INCOME	

If you are 18 or older without income, you must complete this form. If it doesn't apply to you, throw it away.

INSTRUCTIONS:

1. ENTER EXPENSES AMOUNT REPORTED BY APPLICANT IN SECTION 1 AND 2.
2. ENTER INCOME AMOUNTS IN SECTION 3 AND 4.
3. THE INTAKE WORKER MUST ASK APPLICANT FOR WRITTEN EXPLANATION OF INCOME SOURCES, IF ANY. (FOR EXAMPLE, ASK APPLICANT HOW THEIR EXPENSES ARE BEING PAID. THE INTAKE WORKER MUST DOCUMENT THE APPLICANT'S FILE WITH THIS INFORMATION UNDER SECTION 3 AND 4.)

***NOTE:** ALL REGULAR CONTRIBUTIONS RECEIVED FROM FAMILY AND/OR FRIENDS MUST BE DOCUMENTED ON THE STATEMENT OF CONTRIBUTIONS FORM, WHICH IS TO BE FILLED OUT, SIGNED AND DATED BY THE PERSON GIVING THE CONTRIBUTION.

I CERTIFY TO THE BEST OF MY KNOWLEDGE INFORMATION PRESENTED ABOVE IS ACCURATE.

APPLICANT'S SIGNATURE: _____ DATE: _____

AGENCY REPRESENTATIVE'S SIGNATURE: _____ DATE: _____



If you are 18 or older, have no income and someone pays your bills, they must complete this form. If it does not apply to you, throw it away.

Agency Name: _____

Agency Address: _____

STATEMENT OF CONTRIBUTIONS

Date: _____

I, (name of person making contribution) _____

do, hereby declare that I assist (enter the name of the person being assisted) _____

with monthly household expenses. Our relationship is (check the appropriate box)

☐ I am a relative ☐ I am a friend ☐ other: _____

The amount of my monthly contribution is \$ _____

Or

I assist with the following:

_____ A. Rent.....	Amount: _____
_____ B. Food.....	_____
_____ C. Utility Bills.....	_____
_____ D. Transportation	_____
_____ E. Medical Expenses	_____

TOTAL: _____

I understand that if I knowingly give incomplete , inaccurate , or incorrect information, regarding my assistance with the person named above, I am subject to criminal prosecution under Title 18 of the U.S. Code.

Contributor's Name: _____

Address: _____

City: _____ Zip: _____

PHONE NUMBER: (____)- _____

Signature of Contributor: _____

If this form does not apply
to you, throw it away



If you live in a rental property, this form must be completed, and the owner must show proof of ownership (current mortgage statement, current property tax bill or recorded mortgage.)

Lessor / Owner Agreement

Contractor: DeSoto Parish Police Jury / Office of Community Services

I am the lessor/owner of the dwelling unit located at _____

for which the lessee/applicant, _____

has applied to receive Weatherization Assistance Program services through the above named Contractor agency.

I give my permission for the above contractor to install weatherization measures to the dwelling unit in accordance with the Department of Energy and State of Louisiana regulations.

I agree to release the above contractor of all liability while weatherizing the dwelling unit described above.

I confirm that the lessee/applicant (or a person in his/her household) is responsible for the payment of all cost associated with the utilities at the above address.

The lessee/applicant authorizes any utility vendor(s) to make the billing records available to the contractor or its designee, prior to and subsequent to the installation of weatherization measures, for the purpose of evaluating the effectiveness of the energy savings measures of the weatherization assistance services. The vendor(s) is (are):

Vendor # 1. _____ Acct. # _____

Vendor # 2. _____ Acct. # _____

I, and the lessee/applicant, grant permission for photographs and non-confidential information concerning the above unit to be used to document and/or publicized the weatherization assistance program.

I, and the lessee/applicant acknowledge that the current monthly rent is \$ _____. For one year, I will not evict the tenant unless the tenant is in violation of a valid lease agreement clause. In the event of a rent increase and/or unlawful eviction. I will reimburse the contractor the total cost of the weatherization work done on the unit.

This agreement becomes effective on the date when the weatherization assistance work has passed a satisfactory post inspection by the contractors' inspector, and is acceptable to and approved by the lessee/applicant as verified by their dated signature. It expires on the date the first rent payment is due after the 365 days have passed following the acceptance and approval date of the work performed.

Signature of Lessee/Applicant

Date

Signature of Lessor/Owner

Date

Signature of Contractor Representative

Date

This form must be attached to the application.

CERTIFICATION FORM FOR COMMUNITY SERVICES BLOCK GRANT PROGRAM PARTICIPANTS

ACKNOWLEDGING RECEIPT OF NOTICE ABOUT WHERE TO OBTAIN INFORMATION ON CSBG DISCRIMINATION COMPLAINT AND GRIEVANCE PROCEDURES

I certify that I have been advised of my rights under Department of Health and Human Services' Regulations at 45 CFR 80, Title VI of the Civil Rights Act of 1964, and 45 CFR 14, Nondiscrimination on basis of handicap in Programs and Activities Receiving Federal Financial Assistance and understand these rights as they have been explained to me. Additionally, I have been provided a copy of the notice that includes information on where to file a CSBG discrimination complaint and/or grievance procedure.

Weatherization (WAP)

PROGRAM(S) (CSBG FUNDED INDIRECTLY OR DIRECTLY)

PROGRAM PARTICIPANT NAME (PRINT)

PROGRAM PARTICIPANT SIGNATURE

DATE

SEND COMPLAINTS TO:
ASHLEY VANZANT, EO OFFICER
DESOTO PARISH OFFICE OF COMMUNITY SERVICES
404 POLK ST. STE. B
MANSFIELD, LA 71052
OFFICE #: (318) 872-0880 TDD# 711