

## Eligibility Requirements

Applicant must:

- Have an active residential NTUA account
- Have a past due balance
- Need help to pay your utility bill
- Provide household size and annual income

## Income Limits

All past due households in NTUA service areas are encouraged to apply. Number of people in household and annual income limit are needed to determine eligibility. (You may qualify even if you were denied assistance in the past)

## Application Checklist - REVISED

To apply for utility assistance, you must work with your local district office. Please visit **www.ntua.com** for more information.

When visiting the intake sites, make sure that you bring the following documents with you to expedite the application process.

- Completed application
- Proof of household income
- A copy of your utility bill issued within the last 30 days of submitting your application
- A copy of applicant & co-applicant's (if applicable) CIB or tribal enrollment - **REVISED**
- If any member of the household received aid through TANF or other assistance programs, award letter needed.



## **NTUA PAST DUE RELIEF PROGRAM**

**Requirements:** The following recommendations are intended to help applicants avoid common errors

**Multiple Applications:** Applicants must not submit multiple applications with the same SSN or NTUA Account number

Failure to follow the instructions, including submitting the required supporting documentation, may result in NTUA deeming your application ineligible for assistance.

## **Application Instructions**

### **Top Section**

#### Date

Enter the date application is being completed.

#### NTUA Account No.:

Enter the account holder's NTUA account number

#### Account Holder & Co-applicant

Enter the first and last name of account holder and co-applicant who can be contacted if NTUA has additional questions or needs to follow up.

#### Enter the last 4 digits of Social Security Number

Enter the last 4 digits of Social Security number for both account holder and co-applicant

#### Census No:

Enter the tribal census number of account holder and co-applicant

#### Tribal Affiliation

Enter the tribal affiliation of account holder and co-applicant

#### Phone Number

Enter the phone number where the account holder or co-applicant can best be reached. This will be the primary way that NTUA will contact you about next steps for the application, including urgent requests for additional information. Ensure that the phone number is correct, and the account holder or co-applicant will be responsive.

#### Email Address

Enter the email address where the account holder or co-applicant can best be reached

#### Mailing Address

Enter the account holder's mailing address.

#### Physical Address

Enter the account holder's physical address.

### **I. Household Composition**

Complete each field for every household member

- First name listed should be account holder
- Use First and Last names as they appear on identification
- Complete relation to family head e.g., Head, spouse, child, brother, etc.
- Complete date of birth for each household member
- Notate age of each household member
- Identify sex of each household member
- Identify if household member is or is not a veteran. A veteran is someone who has actively served in the armed forces for a certain period of time and was not dishonorably discharged
- Identify if household member is or is not disabled.
- Declare employment status of each household member. e.g., Full-time, Part-time, unemployed, self-employed.

### **II. Federal Assistance Programs**

Check off any programs that your household is receiving and bring proof

#### Signature Line

Applicant must sign the document ensuring all information is correct and accurate

Along with the application, please provide documents to show that you are eligible, such as:

- **Copy of identification**
- **W-2 forms(s) or self-employment tax returns for last year**
- **Award letters, pay stubs, or other proof of any temporary or permanent worker's compensation type benefits**

*In case you need help with anything call 1-800-528-5011 for further assistance or visit your nearest district office.*