

Michigan Emergency Assistance Program (MEAP)



Overview



- MEAP funds are a mixture of State and Federal administered funds assisting low income households at risk for gas or electric shut off.
 - Funding is roughly 50/50.
 - Only the State Portion of \$120,000 has been released.
 - Largest single allocation to Barrier Busters, extending available annual funding from 6 to 9 months.
- Qualifying differs than other requests
 - Encompass + Electronic Application + Documentation
 - Income restricted
 - Spending Milestones: 30% by March, 70% by May
 - Larger Requests

Changes



- The Good
 - Applicant no longer has to be the customer.
 - Wage income can now be calculated at 75% of gross.
- The Bad
 - Application review window down to 8 days, from 10.
 - Can only pay for the Amount Owing.

Amount Owing :	\$251.61	Can pay for 98% of this
Unbilled Charge :	\$0.00	
Total Account Balance :	\$301.61	Can't pay this amount
LPC Charges :	\$0.00	
HPP Charges :	\$0.00	
Total Customer Account Balance :	\$555.71	Can't pay this amount

- The (no longer) Ugly
 - Copayment simplified.
 - 2% of Amount Owing vs. algebraic if-then equation.

Application: Forms 1 & 2



For the autofill application to fill properly, please download it to your computer.

- **Form #1: The Checklist**
 - Non-eligible households
 - If it says “LSP” or “Low Income Self Sufficiency on the bill, a MEAP application can’t be made.
 - If the household doesn’t meet the 150% income qualification, check with BB staff regarding other funding options.
- **Form #2: Client Intake**
 - Completion of all household member fields are required, besides the middle initial.
 - In the household demographic box, make sure that there’s a selection for each box.

Application: Forms 3 & 4



- **Form #3: Staff Screening**
 - The form will do the math automatically, including for the copay, and for the request amount.
- **Form #4: Consent and ROI**
 - So many separate signature lines!
 - Essentially, the client is agreeing to: accuracy of submitted information; general ROI; releasing Washtenaw County and the parent entities from liability; their information being in a statewide database; additional referrals; being advised of the appeal process.
 - Remind the client that their information will be supplied to referral agencies, and they may be getting some calls.

Application: Optional Forms 5.1 – 5.2



- **Form #5.1 : Social Security Screening**
 - Please have the client fill out an application for a new Social Security card.
- **Form #5.2: Self-Declaration of No Income.**
 - Again, for every adult member without income.

Documentation

- **DTE Utility Bill**

- Online Resource for Agencies (ORA) will always be current.
- The ORA breaks out past & current charges for form #3.
- No ORA Access? Contact BB staff for a print out.
- Circle the “Amount Owning” and “Total Account Balance”. Write out the copayment amount.

Written out by Requesting Staff: "Copayment is \$12.00"

Amount Owning :	\$ 600.00
Unbilled Charge :	\$ 0
Total Account Balance :	\$ 1050

- Attach proof of client payment (store, personal or ORA print out).
- Client can't make the copayment? Contact BB staff re: 2nd request.

Documentation

- **Valid ID**

- Can be MI Driver's License, State ID, or Washtenaw County ID.
- If ID address doesn't match residence, a temporary residency sticker must be on the back.
- If the client has a closed account that's impeding housing move in, provide a copy of the lease or landlord letter.

- **Social Security Card**

- Social Security card is needed just for the applicant, all documented household residents SS numbers are needed, but not the cards.
- If the applicant is missing the card, the application can still be submitted if the applicant completes form #5.1, the Social Security Replacement card self declaration.
- When received, a copy of the SS card needs to be sent to BB staff.

Documentation

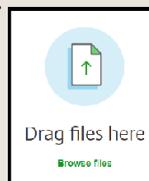


- **Income**
 - Last 30 days of income prior to the application date. For income qualification, remember that wage income is 75% of gross.
 - If ID address doesn't match residence, a temporary residency sticker must be on the back.
 - If the client has a closed account that's impeding housing move in, provide a copy of the lease or landlord letter.
 - Pension, retirement, SSI/SSDI award letters from the current year.
- **DHHS SER**
 - Attach SER decision, but only if there is one.
 - If the client has not applied, no need to apply.
- **No income adults**
 - Every adult household resident without income should complete form 5.2 Self-Declaration of No Income.

Wrapping up



- **Submit an Encompass requests**
- **Two options for submitting documentation**
 - FAX: Agencies without scanner access can continue to fax documentation to 734-274-4905.
 - Sharepoint: It is preferred that agencies submit to:
<https://ewashtenaw.sharefile.com/r-r5d3d2d9362d4d178>
After a name and email request page, one can drag and drop the files on the 2nd screen.



Questions?

