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**.

- **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 Owing” and “Total Account Balance”. Write out the copayment amount.
  - Attach proof of client payment (store, personal or ORA print out).
  - Client can’t make the copayment? Contact BB staff re: 2nd request.

- **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](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?