

Neighbor to Neighbor

You must be screened for Neighbor to Neighbor **BEFORE** you will be screened for assistance through the Montgomery County Emergency Assistance program.

A customer's utility service must be **off** or they must have an **active termination notice** in order to be eligible to apply.

All clients that qualify for any available Federal grant (Such as Heating assistance at Social Services) must apply for those before a Neighbor to Neighbor application can be completed and applicants must bring proof that they applied or attempted to apply.

Sincere Effort of Payment

Applicants are required to make payments totaling **\$100 in the 90 days prior to applying** for a grant. Applicants **62 years of age or older** are required to make payments totaling **\$75 in the 90 days prior to applying** for a grant.

Payments must be made by the applicant. Other pledges made by community-based organizations or Federal Program grants do not count towards the sincere effort of payment.

If you have applied for MCEAP Assistance in the past 90 days and have NOT paid 100 toward your account you are not eligible to apply.

Applicants must have a **balance** of at least **\$100** on the utility account in order to apply. The Neighbor to Neighbor Program **does not assist** customers with **Security Deposits or Reconnection Fees**.

The applicant's utility account **must be**:

- Residential
- Single Family Home or Apartment
- **Account must be in the name of an adult living in the household**

The applicant's utility account **cannot be**:

- Commercial
- Industrial
- An Apartment with a Shared Utility

Bring with you to the appointment

- Proof of all household income
- Proof of sincere effort of payment
- Your most recent utility bill or termination notice
- Valid social security # **for all household members** over the age of 6 months
- A list of your current monthly expenses

Please see reverse side for more information.
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It is the responsibility of the client to provide all documentation required for assistance. AEP will not be ask to fax payment histories.

You must have proof of **all** sources of income in the household before you complete an application. You must have a **full 30 days** of income for **everyone** in the household receiving income and calculate for eligibility by the gross.

Wages

- 1 pay stub if paid monthly
- 2 pay stubs if paid bi-weekly
- 4 pay stubs if paid weekly
- Gross wages are calculated before taxes or any other deductions
- **A direct deposit bank statement**

Department of Public Welfare for TANF or Food Stamps

- Notice from caseworker or Benefit Letter (May take up to 24 hours for Social Services to Process)
- Copy of check
- Notice to applicant

Social Security, SSI/SSD, and Pension

- Copy of letter from Social Security Administration or Pension Board
- Copy of check
- Direct deposit bank statement
- Benefits statement

Child Support

- Court order
- Printout from Domestic Relations
- Printout from the state child support website
- Written statement

Workman's Compensation or Unemployment

- Award or letter of determination
- Copy of check

Interest Income (Savings)

- Bank Statement