



**State of Alaska**  
**Heating Assistance Program**  
**Worksheet for Emergency Processing**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**Applications for Heating Assistance are processed in the order they are received. Your heating assistance application may be processed as an emergency if you meet ALL of the following:**

- √ Your household **MUST** be out of oil, propane, kerosene, wood, etc. **OR** will have your natural gas or electric service disconnected within 48 hours (MUST send copy of disconnect notice); **AND**
- √ Your household's Shelter costs **MUST** be larger than your **PRIOR** calendar month gross income;

**To determine your household's shelter costs and gross income, fill out the worksheet below:**

<b>1. Total Gross Income</b> (Include each household member's last month's income before any deductions)	1.	<input type="text"/>
Shelter Cost		
Monthly rent or mortgage		_____
Total balance of electric bill	Add +	_____
Total balance of gas bill	Add +	_____
30 day average winter fuel bill for other heat source (Include copy of last fuel bill)		_____
<b>2. Total Shelter Cost</b>	2.	<input type="text"/>

**If 2 is larger than 1 you may request emergency processing!**

√ **If you meet ALL the above criteria, you may request emergency application processing.**  
Submit a completed, signed and dated application with a good contact phone number, include a rent receipt or rental agreement if heat is included in the rent, copies of pay check stubs from prior month income and copy of disconnect notice.

- If you are eligible for emergency processing your vendor will be notified and grant money authorized by our office.
- A household that resides in subsidized rental housing and has no direct home heating costs is not eligible for Heating Assistance.

**FAX in Juneau (907) 465-3319, All other areas FAX toll free 1-888-282-3319**  
Mail to: Heating Assistance Program  
400 Willoughby Ave., Suite 301  
Juneau, AK 99801  
Phone in Juneau (907) 465-3058, All other areas phone 1-800-470-3058

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