

HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

SUBSIDIZED HOUSING FORM INSTRUCTIONS

1. This form is for an Applicant who receives a housing subsidy.
2. The Subsidized Housing form is completed by the CAA staff and the Property Manager, Subsidized Housing Agent or Local Housing Authority (“Agent”) and the certifier.
3. **Intake worker will complete the following:**

- a. CAA’s (Agency) name, address, phone number, fax number, and email
- b. Primary Applicant’s name.
- c. Date of Application
- d. Client ID#
- e. Form Return Deadline – date
- f. Applicant’s name, address, city, state, zip code, and telephone number
- g. Housing Agent

***BEST PRACTICE TIP:** Have the Applicant sign the Subsidized Housing Form. Then, CAA sends the Subsidized Housing Form directly to the housing agent. If done early in the application process, obtaining the completed form directly from the housing agent will facilitate the processing/certification of the HEAP application.*

4. **Primary Applicant will:**

Sign and Date the Release of Information section.

5. **Property Manager, Subsidized Housing Agent or Local Housing Authority (“Agent”) will complete the following and return the completed form to the CAA:**

- a. Agent’s name, address, city, state, zip code, Agency’s name and Agent’s telephone number
- b. Housing Subsidy Information (A – D)
- c. Agent signs, prints their title and dates the form

6. **Certifier will:**

- a. If the Applicant is Subsidized Housing with Heat Not Included enter the utility allowance information in HEAP Cloud.
- b. Sign and date the form.