

Instructions for Safe at Home

Participants Completing an EAP Application

When applying for the Energy Assistance Program you should let the EAP agency staff know you are a Safe at Home participant. It is also wise to show your Safe at Home card. The Energy Assistance Program is required to accept your Safe at Home address as your actual address.

To ensure location confidentiality, Safe at Home participants must follow special instructions when completing the Energy Assistance Program application.

When the application asks for your personal information:

Social Security Number	You should <u>not</u> provide a Social Security Number (for you or any household members).
Name	Use your real name on the application.
Home Address	Under "Home Address" list your Safe at Home Lot Number. Do <u>not</u> fill in your actual home address.
Mailing Address	Use your assigned Safe at Home address on the application (Lot #, P.O. Box 17370, St. Paul MN 55117-0370) Do <u>not</u> fill in your actual home address.

When the application asks for your income information:

Proof of Income	Remove or black out your workplace address, Social Security Number, and actual home address from any copies of proof of income you send to meet this requirement.
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When the application asks for utility information:

Copy of heating bill, electric bill or fuel receipt	Remove or black out your actual home address from any copies of your heating or electric bills you send to meet this requirement.
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When the application asks for your landlord information:

Landlord	Provide your landlord's name, their address and telephone number. If your landlord is not a Safe at Home participant, you cannot use a Safe at Home address for your landlord. There is no assumption that you live at the same location as your landlord.
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