



## Intake Application Requirements

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EMAIL: CACOST.WAP@CACOST.ORG

### Weatherization Program

Serving Brooks, Cameron, Duval, Jim Hogg, Jim Wells, Kenedy, Kleberg, , Hidalgo, San Patricio, Starr, Webb, Willacy & Zapata Counties

#### DOCUMENTS REQUIRED

##### PROOF OF CITIZENSHIP OR LEGAL RESIDENCY

*(Must provide citizenship status for all household members.)*

- Birth Certificate and Photo ID
- U.S. Passport
- Certificate of Naturalization or Citizenship *(Must include an Alien number and/or Certificate number written on them. Include photo)*
- Permanent Resident Card *(Must be current with photo)*
- Employment Authorization Card

##### PROOF OF ALL GROSS INCOME FOR THE PAST 30 DAYS PRIOR TO THE DATE OF THE APPLICATION

*(Must provide income for all household members)*

- Social Security (SS) Award Letter
- Supplemental Security Income (SSI) Award Letter
- VA or VA Disability Benefits Award Letter
- Retirement or Pension Document
- Insurance/Workman's Comp/Annuity Payments Document
- Child Support / Unemployment Benefits / TANF
- Pay Stubs (Weekly 4-5 checks or Bi-Weekly/Semi 2-3 checks or Monthly 1 check needed)

If you are unemployed and not receiving any income, self-employed, paid in cash, or receiving family support, a Declaration of Income Statement (DIS) form will need to be filled out.

*Bank statements will not be accepted.*

*Provide a Payment Detail Summary Sheet within 30 days of application date.*

##### CURRENT UTILITY BILL (ELECTRIC, GAS, ETC)

- Provide entire bill - front and back showing meter number and service address

**WITHOUT ALL THE REQUIRED DOCUMENTS,  
APPLICATIONS WILL BE INCOMPLETE AND WILL NOT BE ACCEPTED**

THIS PROGRAM IS A FEDERAL FUNDED PROGRAM, IT IS BASED ON AVAILABLE FUNDS, ASSISTANCE MAY NOT BE AVAILABLE EACH YEAR. THIS IS NOT AN ENTITLEMENT PROGRAM. YOU ARE REQUIRED TO APPLY EVERY TWELVE MONTHS FOR ASSISTANCE. IF CORRECT DOCUMENTATION IS NOT SUBMITTED, THERE WILL BE A DELAY IN THE PROCESSING OF YOUR APPLICATION. NON PAYMENT OF A UTILITY BILL MAY RESULT IN INTERRUPTION OF SERVICES. YOU WILL BE FULLY RESPONSIBLE FOR YOUR BILL BEFORE, DURING AND AFTER THE APPLICATION PROCESS. CACOST WILL NOT PAY ANY LATE FEES, DEPOSITS OR RECONNECTION CHARGES. YOU WILL BE NOTIFIED WITH A NOTICE IN THE MAIL TO INDICATE THAT YOUR APPLICATION IS APPROVED OR DENIED.

**CHANGES TO YOUR ACCOUNT MAY AFFECT FUTURE ASSISTANCE. ASSISTANCE IS BASED ON AVAILABILITY OF FUNDING.**

**If you have any concerns, feel free to contact us on the phone numbers provided on top of this page.**



Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

## 2025 Application for Services

### Client Initials:

#### Consumption Release Form (pg. 4)

I authorize Texas Department and Community Affairs and its contracted agency to solicit/verify information on my energy billing and consumption histories, both past and future, to the extent the information is used only to determine program eligibility and to provide data.

#### Case Management Needs Assessment Form (pg. 5)

I authorize for my information to be shared with other CACOST programs so they may contact me for additional resources. I consent to receive text messages and/or voicemails on additional programs offered by CACOST.

#### Money Management/Energy Savings Tips (pg. 6)

The Community Action Corporation of South Texas has provided me with these money management suggestions, and I have fully read and understood them.

#### Important Information for Clients

This program is a federally funded program. It is based on available funds; assistance may not be available each year. This is not an entitlement program. You are required to apply once every fiscal year for assistance. If correct documentation is not submitted, there will be a delay in the processing of your application. Non-payment of utility bill may result in interruption of services. You will be fully responsible for your bill before, during and after the application process. CACOST will not pay any late fees, deposits or reconnection charges. You will be notified with a notice in the mail to indicate that your application is approved or denied. Any changes to your account may affect future assistance.

**I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULANT INFORMATION.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

↓ **OFFICE USE ONLY** ↓

DATE RECEIVED: \_\_\_\_\_

CW INITIALS: \_\_\_\_\_

LIGHT VENDOR: \_\_\_\_\_

APPLICATION SOURCE: \_\_\_\_\_

VULNERABLE

NON-VULNERABLE

HIGH BURDEN

SAVE

NATURAL GAS

## Application for Services 2025 Unified Intake

Client ID:	Applicant Identification		
Home Address	City, State and Zip code		
Mailing Address if different from above	City, State, Zip code		
Household Type	<input type="checkbox"/> Single Person <input type="checkbox"/> Two Adults NO Children <input type="checkbox"/> Two Adults NO Children		
	<input type="checkbox"/> Single Parent/Female <input type="checkbox"/> Two Parent Household <input type="checkbox"/> Single Parent/Male <input type="checkbox"/> Non-related adults w/children <input type="checkbox"/> Other		
<b>DEMOGRAPHICS - LIST YOUR INFORMATION FOR EVERY HOUSEHOLD MEMBER BY ENTERING THE NUMBER IN THE APPROPRIATE BOXES BELOW.</b>			
Race	1. American Indian or Alaskan Native      2. Asian      3. Black or African American      4. Native Hawaiian / Other Pacific Islander 5. White      6. Other      7. Multi-Race		
Gender	1. Male      2. Female      3. Other		
Health Insurance Type	1. Direct - Purchase      2. Employment Based      3. Medicaid      4. Medicare 5. Military Healthcare      6. State Children Health Insurance Program (CHIPs) 7. State Health Insurance for Adults      8. No Insurance		
<b>PLEASE PRINT All Household Member(s)</b>			
Name	Social Security #      Date of Birth      Age      Race      Ethnicity      Gender      Education Level      Insurance Type      Work Status		
Ex. John Smith	123 - 45 - 6789      11/11/2000      22      2      1      2      3      2      1      1      1      N		
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# Application for Services 2025 Unified Intake



## OTHER INCOME / BENEFITS

Does anyone in the household receive any of the following: **CHECK ALL THAT APPLY!**

<input type="checkbox"/> NO INCOME	<input type="checkbox"/> TANF	<input type="checkbox"/> Supplemental Security Income (SSI)	<input type="checkbox"/> Social Security Disability Income (SSDI)
<input type="checkbox"/> VA Service-Connected Disability Compensation	<input type="checkbox"/> VA Non-Service Connected Disability Pension	<input type="checkbox"/> Retirement Income from Social Security	<input type="checkbox"/> Workers Compensation
<input type="checkbox"/> Private Disability Insurance	<input type="checkbox"/> Pension	<input type="checkbox"/> Child Support	<input type="checkbox"/> Alimony or Spousal Support
<input type="checkbox"/> Unemployment Insurance	<input type="checkbox"/> EITC	<input type="checkbox"/> OTHER:	

## NON-CASH BENEFITS

Does anyone in the household receive any of the following: **CHECK ALL THAT APPLY!**

<input type="checkbox"/> SNAP/Food Stamps	<input type="checkbox"/> WIC	<input type="checkbox"/> LIHEAP	<input type="checkbox"/> Housing Voucher
<input type="checkbox"/> Public Housing	<input type="checkbox"/> Permanent Supportive Housing	<input type="checkbox"/> HUD VASH	<input type="checkbox"/> Child Care Voucher
<input type="checkbox"/> Affordable Care Act Subsidy	<input type="checkbox"/> OTHER:		

## HOUSING INFORMATION

Housing Type	Household Type
<input type="checkbox"/> Own	<input type="checkbox"/> Homeless
<input type="checkbox"/> Rent	<input type="checkbox"/> Other
<input type="checkbox"/> Other Permanent Housing	<input type="checkbox"/> Private Home
	<input type="checkbox"/> Mobile Home
	<input type="checkbox"/> Apartment
	<input type="checkbox"/> Rented Room
	<input type="checkbox"/> Other

What is the age of the home?

Rental/Mortgage Amount? \$

If renting: Contact information of your landlord

Landlord's Name, Address, City, State and Zip code

County

Phone Number

## UTILITY SERVICE INFORMATION

**VERY IMPORTANT - BE SURE TO INCLUDE COPIES OF YOUR CURRENT UTILITY BILL**

Who does your family pay for heating or cooling:  Utility Company  Landlord/Manager  Included in rent

Heat Cool

<input type="checkbox"/> <input type="checkbox"/> Electric Utility Vendor Name:	Electric Utility Vendor Account #:		
<input type="checkbox"/> <input type="checkbox"/> Gas or LP Gas Utility Vendor Name:	Gas or LP Gas Utility Vendor Account #:		
<input type="checkbox"/> <input type="checkbox"/> Propane Company Name:	Propane Company Account #:		
<input type="checkbox"/> <input type="checkbox"/> Other Utility Vendor Name:	Other Utility Vendor Account #:		

### Type of Air Conditioning Used:

Central Unit  Evaporator Cooler  Window Unit  None

### Type of Heaters Used:

Central Heat  Electric Space Heater  Wood Burning Stove  Stove  
 Wall Furnace  Fire Place  Space Heater  Other  
 None

## Certification of Information

1. The information is true and correct to the best of my knowledge and belief.
2. My household income has been annualized, at the time of application, according to pre-established agency procedure.
3. I understand I may request a hearing to appeal denial of eligibility, amount of assistance received or a delay of assistance.
4. I authorize the Texas Department of Housing and Community Affairs and its contracted agencies to solicit/verify information on my utility and/or fuel bills, both past and future, to the extent that the information is used only to provide data.
5. **I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULENT INFORMATION.**

**Certification - (Applicants must sign this section)**

Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_



## DECLARATION OF INCOME STATEMENT (DIS) (DECLARACION DE INGRESOS)

Applicant Name (Nombre del Solicitante)	Applicant Last Name (Apellido)	Suffix (Sufijo)
Address (Dirección)	City (Ciudad)	Zip Code (Código Postal)

State the gross income for household members, 18 years and older, who have no documentation of the income received in the **30 day period** prior to the date of application for assistance: (*Declarar el ingreso recibido por los miembros de su hogar, que tienen 18 años de edad ó mas, y que no tienen documentación de ingresos por los 30 dias antes del aplicar para asistencia*)

Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)
Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)
Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)
Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)

My household has no documented proof of income due to the following situation (*Mi hogar no tiene prueba para documentar los ingresos por medio de tal razones*):

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I certify that the above information is true and correct to the best of my knowledge and belief. (*Yo certifico que la información proveida de los ingresos es verdadera y correcta según mi saber y creencia.*)

I understand that the information will be verified to the extent possible; and that I may be subject to prosecution for providing false or fraudulent information. (*Comprendo que la información será verificada hasta donde sea posible y que puedo ser enjuiciado por haber proveido información falsa ó fraudulenta.*)

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(Applicant Signature/Firma del Solicitante)

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(Date/Fecha)

**State of Texas**

**County of** \_\_\_\_\_

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year),  
by \_\_\_\_\_ (name of applicant).

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(Personalized Notary Seal)

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Notary Public's Signature

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Subrecipient Representative Signature  
and Title: Client Service Specialist

Revised April 2023



## Application for Services 2025 Unified Intake

### CUSTOMER BILLING / CONSUMPTION RELEASE FORM

**NAME ON BILL**

Last Name	First Name	Suffix / (Sufijo)
<b>Home Address, City, State and Zip code</b>		

**Telephone Number** \_\_\_\_\_ **Phone Number** \_\_\_\_\_ **Alternate Phone Number** \_\_\_\_\_

**Electric Utility Company:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Gas Utility Company:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Propane Company:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Other Company:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**I AUTHORIZE THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS AND ITS CONTRACTED AGENCY TO SOLICIT/VERIFY INFORMATION ON MY ENERGY BILLING AND CONSUMPTION HISTORIES, BOTH PAST AND FUTURE, TO THE EXTENT THE INFORMATION IS USED ONLY TO DETERMINE PROGRAM ELIGIBILITY AND TO PROVIDE DATA.**

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_



# Application for Services 2025 Unified Intake

## CASE MANAGEMENT NEEDS ASSESSMENT FORM

Applicant Name \_\_\_\_\_

Yes No Is there a need?

<input type="checkbox"/> <input type="checkbox"/> Do you need assistance paying your electricity bill?	If Yes, Explain
<p>Do you have a disconnection notice?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><input type="checkbox"/> <input type="checkbox"/> Do you need assistance paying your water bill?</p> <p>Do you have a disconnection notice?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><input type="checkbox"/> <input type="checkbox"/> Do you need assistance weatherizing your home?</p> <p>Has your home ever been weatherized by CACOST?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><input type="checkbox"/> <input type="checkbox"/> Are you homeless or at risk of becoming homeless?</p>	
<p><input type="checkbox"/> <input type="checkbox"/> Do you need to be referred to additional resources?</p> <p>(Food, Clothing, Shelter, Housing, SSDI, TANF, SS, SSI, VA, Child Support, SNAP, Transportation, Childcare, etc.)</p>	
<p><input type="checkbox"/> <input type="checkbox"/> Do you need assistance obtaining health related services?</p>	
<p><input type="checkbox"/> <input type="checkbox"/> Do you need childcare assistance for children 0-5 years of age?</p> <p>If no, are you receiving assistance with CACOST Head Start 0-5 Program?</p> <p>Serving Aransas, Brooks, Duval, Jim Hogg, Jim Wells, Kleberg &amp; San Patricio</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><input type="checkbox"/> <input type="checkbox"/> Are you currently seeking employment and/or enrolled in vocational training?</p>	

I authorize for my information to be shared with other CACOST programs so they may contact me for additional resources. I consent to receive text messages and/or voicemails on additional programs offered by CACOST.

CACOST Representative \_\_\_\_\_

Date: \_\_\_\_\_

Important Information for Former Military Services Members. Women and men who served in any branch of the United States Armed Forces, including Air Force, Army, Navy, Marines, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit the Texas Veterans Portal at <https://veterans.portal.texas.gov/>

## MONEY MANAGEMENT/ENERGY SAVINGS TIPS

- 01 Buy only the things you really need. Before going shopping, make a list of your needs and stick to it.
- 02 Save up the money to buy what you need. Avoid taking out a loan or using a credit card.
- 03 Shop at the thrift store and/or garage sales. Negotiate prices.
- 04 Look for sales and off season bargains. Compare prices.
- 05 Carefully inspect everything you buy, make sure the item is worth the money. Keep your receipts.
- 06 Buy do not rent furniture. (Look for good quality used furniture, the classified ads and yard sales are great places to find gently used items at low prices.)
- 07 Use coupons and buy store brands at the supermarket and drugstore.  
(Compare prices to see what a difference this can make.)
- 08 Car pool when possible. This will help save on gas.
- 09 Trade baby-sitting with neighbors, friends & relatives.
- 10 Go to dollar movies or rent videos.
- 11 Do as much repair work as possible yourself.
- 12 Buy large quantities of things you use a lot.
- 13 Eat at home. Make your meals from scratch.
- 14 Buy only energy efficient appliances.
- 15 Shop for food at supermarkets or warehouses with a shopping list based on menus; avoid costly convenience stores. Base your menu on grocery ads to take advantage of sale items.  
Take your lunch to work.
- 17 When you go shopping take only cash. Don't take a credit card.

### Safety Issues

- 01 Keep plugs in electrical outlets for children's safety.
- 02 Know where the fuse box is and how to replace burned fuses. Keep spares on hand. If you have a breaker box, learn how to reset the breaker if it trips.
- 03 Use dusk-to-dawn lighting for the exterior of your home. It is not only a safety issue for walking at night but also a great burglar deterrent.
- 04 Properly light your stairways and walkways. Night-lights are invaluable.
- 05 Eliminate the use of too many extensions cords. They are easy to trip over and could be a safety hazard in terms of overloading a socket. Some rewiring of your house could be necessary.

### Heating / Cooling

- 06 Service the air conditioner, heat pump, and furnace each year. Keeping the air conditioner or heat pump serviced will result in lower operating costs. The gas furnace needs to be checked regularly for safety reasons.
- 07 If you have 2-3 window units, consider installing a central system. You may save operating money as well as be more comfortable.
- 08 If the Unit is over 15 years old, it may be cost advantageous for you to replace the system. When replacing, investigate the heat pump since this can save your heating dollars.
- 09 In the summer, try to keep your thermostat at 76-78 degrees; in the winter maintain at 70 degrees.
- 10 Replace the air filter at least once a month. A good reminder may be to change it every time you receive your electric bill.

### Kitchen

- 11 Use properly sized pans on the various sized burners of your cooktop. A small pan on a large burner adds heat to the room. Also, cook with lids on the pans to eliminate adding heat to the kitchen.
- 12 Place the refrigerator in a cool part of the room, not where the sun or heat can directly affect the operating time.
- 13 Use the dishwasher only with full loads.

### Water Heater

- 14 Set your water heater thermostat on 120 degrees. It takes less energy to heat to 120 than it does to 140 degrees.
- 15 At least once a year drain water from the bottom of your water heater. Sediment will build up on the bottom, requiring extra energy usage.
- 16 Use cold or warm water for laundry; try to eliminate hot water wash except for extremely dirty clothing.
- 17 A water leak of 1 drop per second can waste 200 gallons per month. If it is a hot water leak, it is also wasting energy usage on the water heater.

### Insulation

- 18 Add to the insulation in your attic. You want 10-12 "If your house has pier-and-beam construction, make sure the insulation under the house is still in good condition, if you have an R-19 batt installed.
- 19 Weather strip around the doors and windows, if necessary. If daylight can be seen under or around the door, energy money is being wasted here.
- 20 Check the attic to make sure it is properly ventilated to allow hot air escape.

### Miscellaneous

- 21 Vent cloth dryer to the outside.
- 22 Clean lint filter regularly-ideally with every load, realistically at least once a week.
- 23 Keep direct sunlight out in the summer, pull shades or blinds. During the winter, keep them pulled to protect from the severe cold, open shade to the sunlight during the day for the sun's warming effect.
- 24 Use as many fluorescent bulbs as possible. They last 10 times longer and use much less electricity, as well as add less heat to the air conditioned space of your home.
- 25 Payment Plan:
  - AMP - Average Monthly Payment Plan - each month you pay approximately the same amount since you are being billed for the average consumption.
  - RETIREMENT PLUS - Delays the due date of your bill until after the Social Security check is received.

**The Community Action Corporation of South Texas has provided these money management suggestions, and I have fully read and understood them.**

# Community Action Corporation of South Texas

## WEATHERIZATION CLIENT EDUCATION

The Weatherization Assistance Program goals and objectives on conserving energy have been explained. Energy hand-outs and pamphlets have been issued to control heat loss in winter and preserving a cool environment in the summer months, and still maintain low energy consumption. Hand-outs on how to conserve energy have been given including but not limited to:

Tips on how to save money	(E/S)
Energy Tips	(E/S)
Water Savers	(E/S)
Energy Efficient Lighting	(E/S)
Home Weatherization Tips for Energy Savings	(E/S)
Guide to Home Ventilation	(E/S)
A Citizen's Guide to Radon	(E)

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Client Signature

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Date



**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**Household Status Verification Form**

## **Systematic Alien Verification for Entitlements (SAVE) System and US Citizenship/US National Applicant Certification Form for CEAP, DOE-WAP, LIHEAP-WAP Subrecipients, and SHTF, ESG, HHSP, EH (political subdivision only)**

The program for which you are applying requires verification that you are a U.S. citizen, a non-citizen national, or a legal resident of the United States. Documentation of your status is required. This agency uses the Systematic Alien Verification for Entitlements (SAVE) System to verify the status of non-citizens.

To add additional household members, use another copy of this form.

I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULANT INFORMATION.

Signature of agency staff certifying they verified the above documents

Print Staff Name

Date