



23701 South 655 Road Grove, Oklahoma 74344 | P: 918-787-5452 | F: 918-787-5521 | www.sctribe.com

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM LIHEAP

Please complete the following information and return to:

Seneca-Cayuga Nation
Attention: Michelle Morris, Housing Administrator
23701 S. 655 Road
Grove, OK 74344

Applications must contain the following information before being considered for approval

1. Copy of CDIB or Tribal Membership Card.
2. Copy of Current Bill Showing:
 - a. Date the Bill is Due
 - b. Applicants' Name or Spouse's Name
 - c. Current Address
 - d. Amount
 - e. Vendor's Name
3. Income Verification for All Adults Members of the Household that are 18 Years and Older
4. If Unemployed, a Letter from the Employment Office Stating whether You Do or Do Not Receive Benefits.

SENECA-CAYUGA NATION
FUND YEAR
October 1, 2014 – September 30, 2015

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM INCOME GUIDELINES

Size of Family Unit	Monthly Income	Yearly Income
1	\$1,436.25	\$17,235.00
2	\$1,938.75	\$23,265.00
3	\$2,441.25	\$29,295.00
4	\$2,943.75	\$35,325.00
5	\$3,446.25	\$41,355.00
6	\$3,948.75	\$47,385.00
7	\$4,451.25	\$53,415.00
8	\$4,953.75	\$59,445.00

Seneca-Cayuga Nation LIHEAP Program Application

Applicant's Information

Date	Social Security Number	
Name	Roll #	
Address	City/State	Zip Code
Phone Number	Cell Number	Work Number
Email Address		

Household Members Information

List all persons living in your home below.

Name	Relationship	Age	Tribe	Employed Y or N	Employers Name and Phone #

If additional space is need, please attach a separate paper to the back of this document.

- Are any members of your household "ONLY TEMPORARY RESIDENTS" YES or NO
- Are any members of your household "PERMANENTLY DISABLED" YES or NO
If yes, furnish proof and attach to this document
- Are any members of your household "TEMPORARLY DISABLED" YES or NO
If yes, furnish proof and attach to this document
- Does your household receive any of the following: *(circle what applies)*

FOOD STAMPS
DONATED FOOD
FOOD COMMIDITIES

Utility/Energy Supplier Information

**COPY OF A CURRENT ENERGY BILL(S) MUST BE ATTACHED TO THIS DOCUMENT
IF ACCOUNT IS IN A DISCONNECT STATUS, INCLUDE THE SHUT OF NOTICE**

Name of the company that supplies your energy: _____

Address: _____ City: _____ State: _____ Zip Code: _____

What name appears on the energy bill? _____

List the account number that appears on your bill: _____

Do you have a disconnect notice? YES or NO

Is your energy source currently shut off? YES or NO

What is the heating/cooling source of your home?

___ National Gas	___ Electric	___ Kerosene	___ Tank Propane
___ Fuel Oil	___ Wood	___ Cylinder Propane	

Seneca-Cayuga Nation LIHEAP Program Application

Income information

Does anyone listed in your household have income from a job? YES or NO

If yes, list the information of EACH household member below and attach a copy of last Month's pay stub for each member.

Name	1 st Employer	2 nd Employer	How Often Do They Receive Payment	Gross Pay

Does any household member have income for self-employment? YES or NO

If yes, send a copy of the most recent federal income tax forms (form 1040) for each person with self-employment.

Does any household member listed have unearned income? YES or NO

If yes, fill out the information below and attach proof of this income to this document.

Source	Who Received the Funds	Amount Received	How Often is Payment Received
Social Security			
Supp Security Income			
TANF Grant, SAB, BP, SP, Foster Care			
Alimony or Child Support Child Support Case #:			
Unemployment			
Veterans Benefits			
Pensions			
Railroad Retirement			
Rent-Land/Buildings			
Armed Forces Allotment			
Union Funds/Strike			
Workmen's Compensation			
Other, Specify:			

I hereby apply for assistance under the LIHEAP GUIDELINES OF THE Seneca-Cayuga Nation. I declare that the information I have given is true, correct, and complete to the best of my knowledge. I realize that the information which I have given on this application will be subject to verification by the contracted agency. If any household member declared on my application is currently receiving Food Stamps, TANF, or Child Support, I hereby authorize the Seneca-Cayuga Nation LIHEAP file to document income and resource eligibility for LIHEAP. I hereby authorize the Seneca-Cayuga Nation to release information relating to my application for LIHEAP to my energy supplier to determine eligibility. I give permission to use the information provided on this form for purposes of research, evaluation and analysis of the program. I understand that I may be fined, imprisoned or both under state or federal law if I make false statement(s) on this application in order to get benefits I am not entitled to receive. I understand that I have a right to a fair hearing if I am not satisfied with the decision, action or any unreasonable delay in a decision on my application. A request for a fair hearing must be submitted in a written form to the Seneca-Cayuga Nation Office within ten (10) days of decision notification.

Signature: _____

Date: _____

**Seneca-Cayuga Nation
LIHEAP Program
Fiscal Year 2015**

LIHEAP Funding Cycle Acknowledgement

This is to certify that I have not made an application to, nor received assistance from any other agencies or organizations under the LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) FOR THE FUNDING CYCLE October 1, 2014 – September 30, 2015

Note:

Recipients are allowed to access LIHEAP funds up to two times per year. Once in the spring/summer season and once in the fall/winter season.

Date

Applicant's Signature

Applicant's Printed Name

Assets Acknowledgement

Do you or any persons in your household have a checking account, savings account, stock or bonds in excess of;

\$1,900 for any individual: YES or NO
\$3,000 for any two (2): YES or NO

I, _____ certify that I do not have assets above the amount claimed.

Date

Applicant's Signature

Applicant's Printed Name

Seneca-Cayuga Nation
LIHEAP Program Appeal Procedures
Revised - 2015

Appeals from Administrative Actions

This section applies to all appeals from decisions made by officials of the Seneca-Cayuga Nation by person who may be adversely affected by such decisions.

Appeals Procedures

1. Officials Who May Decide Appeals

The following officials may decide appeals

- A. The Nations Business Manager, if the subject of appeal is a decision by a person under the authority of the Nations Business Manager
- B. The Nations Business Committee, if the subject of appeal is a decision of the Nations Business Manager

2. Finality of Decisions

- A. Decisions made by officials of the Seneca-Cayuga Nation shall be effective when the time for filing a notice of appeal has expired and not notice of appeal has been filed.
- B. Decisions made by the nations Business Committee shall be final for the Seneca-Cayuga Nations and effective immediately.

3. Notice of Administrative Decision or Action

- A. The official making a decision shall give the person affected by the decision written notice of the decision by personal delivery or by mail.
- B. Failure to give such notice shall not affect the validity of the decision or action but the time to file a notice of appeal regarding such a decision shall not begin to run until notice has been given in accordance with subparagraph (c) of this paragraph.
- C. All written decisions except decisions which are final for the Seneca-Cayuga Nation pursuant to paragraph 2(b), shall include a statement that the decision may be appealed pursuant to this section, identify the official to whom it may be appealed and indicated the appeal procedures, including the 10 working day time limit for filing a notice of appeal.

4. Notice of an Appeal

- A. An appellant must file a written notice of appeal in the office of the official whose decision is being appealed. The appellant must also send a copy of the notice of appeal to the official who will decide the appeal. The notice of appeal must be filed in the office of the official whose decision is being appealed within 10 working days of the receipt by the appellant of the notice of administrative action described in paragraph 3. A notice of appeal that is filed by mail is considered failed on the date that it is postmarked. The burden of proof of timely filing is on the appellant. No extensions of time shall be granted for filing a notice of appeal. Notices of appeal not filed in the specified time shall not be considered, and the decision involved shall be considered final for the Seneca-Cayuga Nation and affective in accordance with paragraph 2(A).
- B. The Notice of Appeal Shall:
 - 1. The statement must include name, address, and phone number of the appellant.
 - 2. The statement must be clearly labeled or titled whit the words "NOTICE OF APPEAL."
 - 3. Have on the face of any envelope in which the notice is mailed or delivered, in addition to the address, the clearly visible words "NOTICE OF APPEAL."
 - 4. Contain a statement of the decision being appealed that is sufficient to permit the identification of the decision.
 - 5. If possible, attach a copy of the notice of the administrative decision received under paragraph 3.

5. Statement of Reasons

- A. A statement of reasons shall be filed by the appellant in every appeal, and shall be accompanied by or otherwise incorporated all supporting documents.
- B. The statement of reasons must be included in or filed with the notice of appeal.
- C. The statement of reasons shall:
 - 1. Be clearly labeled "STATEMENT OF REASONS".
 - 2. State the reasons why the appellant believes the decision being appealed is in error.

6. Filing of an Appeal

- A. An appeal document is properly filed with an official of the Seneca-Cayuga Nation:
 - 1. By personal delivery during regular business hours to the person designated to receive mail in the immediate office of the official.
 - 2. By mail addressed to the official. The document is considered filed by mail on the date that it is postmarked.

7. Computation of Time

In computing any period of time prescribed or allowed in this section, work days (Monday-Friday) shall be used. Computation shall not include the day on which the decision being appealed was made, or the notice was received. Computation shall include the last day of the period, unless it is a Nations or legal holiday, in which event the periods runs until the end of the next day which is not a Saturday, Sunday, or Nations or legal holiday.

8. Summary Dismissal

- A. An appeal under this section will be dismissed if the notice of appeal is not filed within the time specified in paragraph 4.
- B. An Appeal under this section may be subject to summary dismissal if the appeal documents do not state the reasons why the appellant believes the decision being appealed is in error, or the reasons for the appeal are not otherwise evident in the document.

9. Action by the Tribal Business Manager on Appeal

- A. The Business Manager shall render written decisions in all cases which the authority to issue a decision has been assigned pursuant to paragraph 1 (a) within 30 days. The decision shall include a statement that the decision may be appealed pursuant to this section, identify the official to whom it may be appealed and indicate the appeal procedure, including the 10 day time limit for filing a notice of appeal.
- B. A copy of the decision shall be sent to the appellant by certified or registered mail, return receipt requested. Such receipts shall become a permanent part of the record.

10. Action by the Tribal Business Committee on Appeal

- A. The Business Committee shall render a written decision in an appeal from a decision of Business Manager within 60 days. A copy of the decision shall be sent to the appellant by certified or registered mail, return requested. Such receipts shall become a permanent part of the record. The decision shall be final for the Seneca-Cayuga Nation and effective immediately.

11. Scope of review.

- A. When a decision has been appealed, any information available to the reviewing official may be used in reaching a decision whether part of the record or not.
- B. The deciding official shall include in the record copies of documents or a description of the information used in arriving at the decision. Except when disclosure of the actual documents used may be prohibited by law, copies of the information shall be made available to the party of the appeal upon request and at their expense.