



**Community Action**

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(408) 920-3953

673 East Brokaw Road  
San Jose, CA 95112

FAX (650) 595-5376  
[www.caasm.org](http://www.caasm.org)

Dear Applicant:

Enclosed is the Energy Intake Form for the year 2008 HEAP program. **This is a NON-EMERGENCY program and may take several weeks before the payment is credited to your account. Please continue paying on your bill.**

**If you have a credit showing on your energy bill, do not return the application until there is no credit showing.**

Complete application, sign and date it, and return it with **ALL** proper required documents to the address listed above.

You must attach a copy of your **current month's energy bill** (gas, electric, wood, propane, or combination thereof) showing name, address account number, and current monthly energy usage. **Delinquent notices and closing bills are not sufficient.**

You must attach income documentation **from all sources for all people living in the household who are 18 years or older.** Income documents must be current, must be gross (before deductions), must cover a one-month period, and must be within six weeks of application date.

Please view the Energy Tip Information which is enclosed for your information. This letter must be signed, dated and returned with your application before the application can be processed.

Thank you.

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Applicant's Signature

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Date