

# Eligibility Guidelines for the New Jersey SHARES Energy Assistance Grant

## About the Program

NJ SHARES provides energy (gas and electric) assistance grants to moderate and fixed-income households experiencing a temporary financial crisis. Eligibility is based on household size and income. Households who have income at or below 400% of the Federal Poverty Level (FPL) guidelines can receive up to \$700 per utility per calendar year. Grants will be used for energy consumption only – not for deposits, reconnection fees, repairs, etc. Grants must result in continuance and/or restoration of service. All grant payments are issued directly to the utility company on the customer's behalf and no customer will receive a credit balance.

## Eligibility Guidelines

### **Households MUST:**

- Have an active residential account with one of these utilities: Atlantic City Electric, Elizabethtown Gas, JCP&L, New Jersey Natural Gas, PSE&G, Rockland Electric and South Jersey Gas
- Reside at the service address listed on the utility bill
- Be experiencing a temporary financial crisis, such as a job loss or illness
- Be in arrears on their energy bill
- Have made a good faith payment of at least \$100 within 90 days prior to the application date
- If applying for a NJ SHARES grant from two energy utilities on the same day, the good faith payment of at least \$100 within 90 days of applying can be a cumulative total of \$100 made amongst both utilities.

### **Households MAY:**

- Receive one grant of up to \$700 for electric service or electric heating source, if the household is heated with electric, once between January 1 and December 31 of a given year
- Receive one grant of up to \$700 for natural gas (including cooking gas) heating source, if the household is heated with gas, once between January 1 and December 31 of a given year

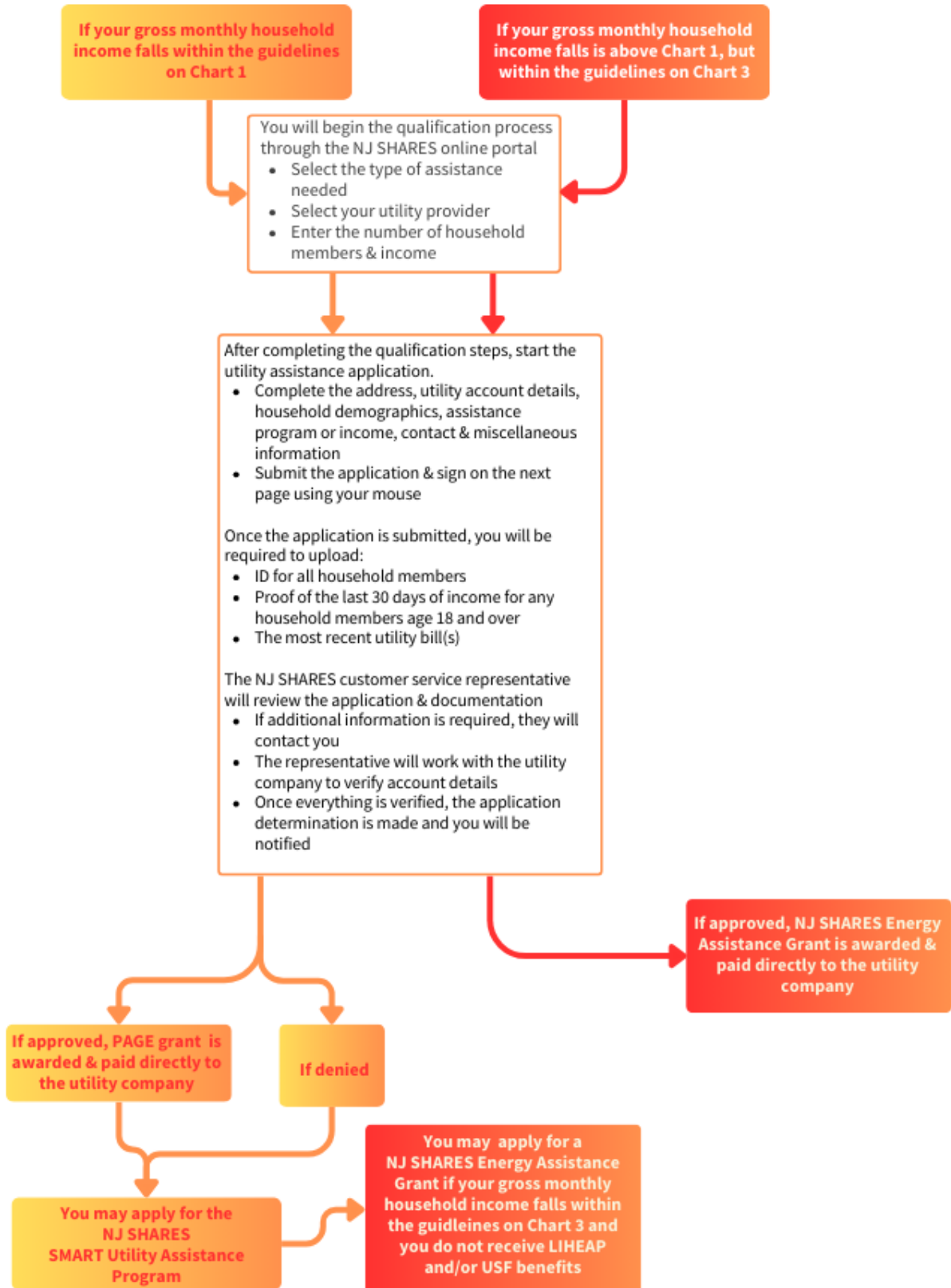
### **Income Eligibility**

- Household income must be over the 60% State Median Income limit for the Low-Income Home Energy Assistance Program (LIHEAP) and the Universal Service Fund (USF) program but not exceeding 400% of the Federal Poverty Level. **See income chart 2 on page 3**
  - If a household is at or below 60% of the State Median Income and has applied to both LIHEAP and USF and has been denied (with proof) from both programs, the household may be eligible for a NJ SHARES Energy Assistance Grant. **See income chart 1 on page 3**
  - A household that is coded by the utility company for receiving LIHEAP and/or USF benefits is not eligible for NJ SHARES Energy grant.

### **Income Eligibility for Seniors and the Disabled**

- Applicants 65 years of age or older, with households of one or two members only, will be eligible for a NJ SHARES Energy Assistance Grant if the maximum household income is \$99,735 gross annually or \$8,311 gross monthly. Applicants must show proof of age.
- Applicants receiving Social Security Disability (SSD) benefits, with households of one or two members only, will be eligible for a NJ SHARES Energy Assistance Grant if the maximum household income is \$99,735 gross annually or \$8,311 gross monthly. Applicants must show proof of current SSD benefit.

## Household income above 60% of the State Median Income (Online application process flow. See income charts on next page)



# Income Guidelines

## LIHEAP/USF

### Income Guidelines

#### HOUSEHOLD SIZE / GROSS MONTHLY INCOME

1 person / \$0 - \$3,991

2 people / \$0 - \$5,219

3 people / \$0 - \$6,448

4 people / \$0 - \$7,676

5 people / \$0 - \$8,904

6 people / \$0 - \$10,132

7 people / \$0 - \$10,362

8 people / \$0 - \$10,592

9 people / \$0 - \$10,823

10 people / \$0 - \$11,053

11 people / \$0 - \$11,283

12 people / \$0 - \$11,514

For households greater than 12 people,  
add \$231 per additional person

## NJ BPU PAGE Program / NJ SHARES SMART

### Utility Assistance Program

#### Income Guidelines

#### HOUSEHOLD SIZE / GROSS MONTHLY INCOME

1 person / \$0 - \$6,652

2 people / \$0 - \$8,699

3 people / \$0 - \$10,746

4 people / \$0 - \$12,793

5 people / \$0 - \$14,840

6 people / \$0 - \$16,887

7 people / \$0 - \$17,270

8 people / \$0 - \$17,654

9 people / \$0 - \$18,038

10 people / \$0 - \$18,422

11 people / \$0 - \$18,806

12 people / \$0 - \$19,189

For households greater than 12 people,  
add \$384 per additional person

## NJ SHARES Energy Assistance Grant

### Income Guidelines

#### HOUSEHOLD SIZE / GROSS MONTHLY INCOME

1 persona / \$3,992 - \$5,020

2 personas / \$5,220 - \$6,813

3 personas / \$6,449 - \$8,607

4 personas / \$7,677 - \$10,400

5 personas / \$8,905 - \$12,193

6 personas / \$10,133 - \$13,987

7 personas / \$10,363 - \$15,780

8 personas / \$10,593 - \$17,573

9 personas / \$10,824 - \$19,367

10 personas / \$11,054 - \$21,160

11 personas / \$11,284 - \$22,953

12 personas / \$11,515 - \$24,747

For households greater than 12 people,  
add \$1,793 per additional person

# **NJ SHARES Energy Assistance Grant Policies and Procedures**

## **Residence and Billing**

- Applicants must be New Jersey residents with an active residential account.
- The applicant must reside at the service address listed on the utility bill.
- The utility bill must be in the applicant's name.

## **Acceptable Cases Where Applicants are Not the Customer of Record (utility bill is in someone else's name)**

- A spouse can apply for assistance provided they reside in the home. A marriage certificate is required for customers who are applying as married with different last names.
  - \* *If multiple names appear on the utility bill and not disclosed on the application, we will require further documentation.*

## **Status with Energy Providers**

The gas or electric customer must be "at risk" of service termination, which can be any of the following:

- Customer has received a written notice of arrears (can be a bill showing arrears balance)
- Customer has a written termination or shut off notice
- Customer's service is shut off

## **Required Documentation**

**NJ SHARES must receive these documents within ten business days of the application date to process an application.**

If a household is applying for assistance from any of our programs below within the current calendar year, they will only have to provide income documentation and ID for the household once.

- NJ Board of Public Utilities Payment Assistance for Gas and Electric (NJ BPU PAGE) Program
- NJ SHARES Energy Assistance Grant
- NJ SHARES SMART Utility Assistance Program
- NJ SHARES Mortgage Assistance, Rent, and Taxes (NJ SMART) Program

## **Personal ID for the Applicant and All Household Members**

Any unexpired government issued ID. ID must be provided for the applicant and all household members. If an adult (18 and older) household member's ID shows a different last name than applicant, additional proof of residency is required. If the address is listed on the ID provided and it does not match the service address, additional proof of residency is required.

## **Proof of Residency**

If any documentation provided throughout the application process includes an address that does not match the service address, further proof of residency will be required. To prove residency, additional documentation dated within 30 days of the application date showing name and address must be provided.

## Proof of Income

Proof of the last four consecutive weeks of income from the date of the application for all household members ages 18+. Any household members ages 18+ without income should be listed on the online application or Zero Income Affirmation form, if applying with paper. Proof of income includes:

<b>Paystubs</b> If paystubs cannot be produced: A letter signed and dated by the employer verifying paid in cash and the total gross monthly income.	<b>Self-employed:</b> Letter confirming the total gross income for the last 30 consecutive days.	<b>Unemployment:</b> Determination letter along with proof of receipt of last 30 days of unemployment benefit.
<b>Rental Income:</b> Current lease and rental payment receipt.	<b>Social Security Income:</b> Award letter for current year.	<b>Pension Income:</b> Most recent check or letter verifying lifetime receipt of benefits.
<b>Workers' Compensation:</b> Current bank statements showing identified direct deposits with recipient's name and address.	<b>Alimony and/or Child Support:</b> Proof of payment and frequency.	

## Most Recent Energy Provider Bill

Provide the most recent gas and/or electric bill to include all pages. This information is verified with the designated utility provider.

## Completed, Signed and Dated Application

- The application must be signed and dated.
- If the applicant is elderly or disabled and a volunteer, family member, or social worker that is applying on his/her behalf - Power of Attorney document or letter of authorization is required.