



# LYNCHES RIVER ELECTRIC TRUST

## Application Instructions & Check List

Next Operation Round Up Meeting \_\_\_\_\_

Next Meeting Application Deadline \_\_\_\_\_

Review the instructions below and follow the check list on the back to ensure you provide all of the information requested. Applications must be filled out completely.

**Incomplete applications will not be considered for assistance.**

### ELIGIBILITY REQUIREMENT

You must be a **cooperative member** or **receive electricity** from Lynch River Electric Cooperative to apply and the account **must be active**.

### COMPLETING THE APPLICATION

- The application must be filled out completely in **BLACK INK**.
- Cooperative members should write their account number in the space provided. The account/member number can be found on the top left corner of your electric bill.
- If you are **not** a cooperative member, but receive electricity from Lynch River and the account holder does not live with you, write the name of the account holder at the very top of the application, **NOT** in the space provided for the applicant's name.
- The information on the application must be current, specifically your mailing address, and street address if different, and a **working phone number**. If the board member is unable to reach you, your application will not be considered.
- The names and ages of **all residents** living in the home must be included on the application.
- List all monthly expenses for **everyone** living in the home.
- List the income for **everyone** living in the home.
- Fill in the kind of assistance you are requesting and the **dollar amount** of the assistance in the space provided on the bottom of Page 1.
- **THREE REFERENCES ARE REQUIRED**. Include reference's address and working phone number. Please ask permission to use someone as a reference before writing their name on the application. **ATTENTION: References cannot be family members or relatives.** Using family members and relatives as references may result in a delayed or disqualified application.
- Application **must** be signed by the applicant. Unsigned applications will be returned for signature, which may delay review of the application.

## APPLICATION CHECK LIST

***You must provide the following items or your application will be returned as incomplete.***

- A copy of your **photo ID**. The photo ID can be a driver's license or some other form of identification with your photo and current address. The address **should** match the address on the application or a valid reason why it does not should be provided.
- A copy of your most recent Lynches River electric bill.

**Documents verifying your request for assistance must be provided with your application. Depending on your request, these documents may include one or more of the following. Check all that apply and return the documents with your application.**

- BILLS**—Copies of bills you are asking Operation Round Up to pay. Examples of these bills include water, telephone, gas, insurance, property tax, house payment, etc.
- RENT**—A lease, rental agreement or statement from your landlord showing how much you owe and the landlord's name, address and phone number.
- LARGE PURCHASES**—Three written estimates for an item you are asking Operation Round Up to purchase. Examples include appliances, air-conditioner window unit, portable heater, furniture, etc.
- REPAIRS**—Three written estimates for repairs to a car, appliance, water/sewer line, etc. (Please note, Operation Round Up does not pay for major home repairs)
- HANDICAP RAMP**—Three written estimates and a doctor's statement for a handicap ramp. A list of ramp builders is available upon request, or you may provide the names of people you know who can do the work.
- MEDICAL NEEDS**—Include a list and cost of prescriptions, statement of medical treatment or medical bills.

***The above list includes the kinds of assistance most frequently requested by applicants. If you do not see an example of your need and the documents you should provide, call the number below for assistance.***

If have questions contact: Leigh Smith at **675-3213** or **1-800-922-3486 ext. 213**

**You will need to call the number above the day after the meeting to get the status of your application and to find out when to pick up your check(s).**

*Please contact us immediately if you move or your circumstances change.*

### **OPERATION ROUND UP TRUST BOARD MEETING SCHEDULE**

Applications are reviewed the second Monday in January, March, May, July, September and November by the Lynches River Electric Trust Board. The application deadline is a minimum of two weeks prior to the next scheduled meeting. Meeting dates may be changed at the discretion of the Lynches River Electric Trust Board. Please see the meeting date and application submission deadline on the reverse side.