



City of Glendale Community Action Program is hosting a **ONE-DAY** utility assistance application event on

**Saturday, November 12, 2016**  
**Glendale Civic Center**  
**5750 W Glenn Drive • Glendale, AZ 85301**  
**9:00 am – 1:00 pm**

This is for **UTILITY ASSISTANCE ONLY** and only for residents that live within city limits of Glendale. Glendale residents will be provided a number in order of their place in line. Numbers will be distributed on a first come, first served basis and according to funding and staff availability. A number is **not** a guarantee of an interview. An interview is **not** a guarantee of assistance. Residents with numbers will be interviewed over the course of the day. Pre-screening begins at 9:00 am and the event will end at 1:00 pm. You must have a number to be seen. If you or any member of your household has received utility assistance from any CAP office in the last 12 months, you are not eligible for utility assistance at this time.

If you have a shut-off or need a deposit, please contact your utility company to make necessary arrangements. This event is for non-emergency assistance only as we will not be able to avert a shut-off notice.

**YOU MUST BRING WITH YOU:**

1. For **Applicant** only: U.S. birth certificate OR U.S. passport OR proof of current legal resident status
2. For **Applicant** only: Photo Identification
3. Social Security Cards for **ALL household members**
4. Birthdate information on an official document for **ALL household members**
5. Current utility bills (SRP, APS, & SWG)-to show 30 day usage; M-Power printout to show past 30 day purchases
6. Government Housing-Housing tenant printout is mandatory if you are under Sec. 8, public housing or subsidized housing **\*\*Request printout from your Glendale Housing worker; this process will take up to 48 hours.\*\***
7. Proof of any money your household received from any source in the last 30 days:
  - *Employment:* Check stubs for last 30 days from day of application
  - *DES-* case profile to show the following: family composition/FOOD STAMPS/CASH benefits
  - *Child Support-* child support print-out from superior court or child support enforcement (ATLAS); If not court ordered a notarized statement from the parent providing the support. If you recently applied verification is also required to verify status or income.
  - *Social Security benefits-* current award letters for present year
  - *VA/Pension benefits-* current award letter for present year
  - *Unemployment benefits-* Unemployment printout to show 30 days income
  - *Self employed-* Proof of ledgers/notarized statements
  - *School Pell Grants/Scholarships-* award letter showing total pell grant/proof of books/tuition paid
8. **If household is zero income,** you must provide proof of the last day worked, last day paid and amount of final gross paycheck on company letterhead for the last working adult in the household.  
**If household is zero income,** you must provide proof of how the household has been surviving/meeting needs (Examples: Food stamp printout/ notarized statements from friends or family; statements from local churches or food pantries; Proof of school grants/ financial aid.)

<b>Maximum Gross Monthly Income</b>												
Family size	1	2	3	4	5	6	7	8	9	10	11	12
Gross Income	\$1,749	\$2,287	\$2,825	\$3,364	\$3,902	\$4,440	\$4,591	\$5,111	\$5,631	\$6,151	\$6,671	\$7,191
<b>*Add \$520 for each additional household member</b>												

*This program is funded by DES Division of Aging and Adult Services and Arizona Community Action Association, based on funding availability.*

**For future appointment information, please call the Utility Assistance Information Line at 623-930-2460.** For more information about Community Action Programs, or for special accommodations, please contact our office at 623-930-2854. Persons with a disability may request a reasonable accommodation, such as voice phone through AZ Relay TTY at 1-800-367-8939.