

# Do You or Someone You Know Need Help Paying Heating or Energy Bills?

The Office of Home Energy Programs can Help!

## Maryland Department of Human Resources Office of Home Energy Programs

Income Eligibility Limits  
Effective July 1, 2016 - June 30, 2017

HOUSEHOLD SIZE	MAXIMUM MONTHLY INCOME STANDARDS	MAXIMUM YEARLY INCOME STANDARDS
1	\$1,733	\$20,790
2	\$2,336	\$28,035
3	\$2,940	\$35,280
4	\$3,544	\$42,525
5	\$4,148	\$49,770
6	\$4,751	\$57,015
7	\$5,356	\$64,278
8	\$5,963	\$71,558
FOR EACH ADDITIONAL PERSON, ADD	\$607	\$7,280

For more information call 1-800-332-6347 or via the internet  
[www.dhr.state.md.us/ohep](http://www.dhr.state.md.us/ohep) or contact a local office.

**First Call For Help at 1-800-492-0618.**



### LOCAL OFFICE OF HOME ENERGY PROGRAMS TELEPHONE NUMBERS

Allegany County  
(301) 777-8550

Carroll County  
(410) 857-2999

Harford County  
(410) 612-9909

Shore Up! Inc.  
(Covers Somerset, Wicomico  
and Worcester counties)  
(410) 749-1142

Anne Arundel County  
(410) 626-1910

Cecil County  
(410) 996-0270

Howard County  
(410) 313-6440

St. Mary's County  
(301) 475-5574

Baltimore City  
(410) 396-5555

Charles County  
(301) 274-4474

Kent County  
(410) 810-7600

Talbot County  
(410) 763-6745

Baltimore County  
(410) 853-3385

Dorchester County  
(410) 901-4100

Montgomery County  
(240) 777-4450

Washington County  
(301) 797-4161

Calvert County  
(410) 535-1010

Frederick County  
(301) 694-2410

Prince George's County  
(301) 909-6300

Caroline County  
(410) 819-4500

Garrett County  
(301) 334-9431

Queen Anne's County  
(410) 758-8000





# Instructions for Filing an Application for Energy Assistance

- **Energy Assistance** is available to all Maryland residents who meet the income eligibility requirements and submit a completed application with required supporting documentation.
- **Eligibility:** Maryland Resident; Meets the income qualifications; and Must provide all required documentation.
- **Energy Benefit Programs:** Electric Universal Service Program (EUSP) & Maryland Energy Assistance Program (MEAP)

## How to Apply

### Step 1 Identify your local energy assistance agency

Identify the local Office of Home Energy Programs (OHEP) in the county where you live – see list of agency addresses on website, [www.dhr.maryland.gov/ohep](http://www.dhr.maryland.gov/ohep) or by calling 1-800-332-6347

### Step 2 Complete the energy assistance application

Customers may apply through one of the following methods:

- Apply in person at your local energy assistance office
- Call your local office to receive an application by mail
- Download and print an application from [www.dhr.state.md.us/OHEP](http://www.dhr.state.md.us/OHEP)
- Apply online at [www.mydhrbenefits.dhr.state.md.us](http://www.mydhrbenefits.dhr.state.md.us)

If you have a termination notice you will need to contact the local office immediately to provide timely processing of your application.

Complete, sign and date the application before mailing and include the required documentation. The application cannot be processed without this documentation or a completed application. By not following the instructions processing your application could be delayed or denied.

### Step 3 Required documentation

All applications must include copies of the following documentation to verify:

Photo ID for the Applicant; Social Security Cards for everyone in the household; Most recent electric bill; Most recent heating bill; Proof of Income for everyone in the household (provide all income received in the last 30 days) & Proof of Residency (current lease or current driver's license)

### Step 4 Submitting the application package

Mail in or make an appointment with your local OHEP office to review your application. You may wish to call the local office to check on their walk-in schedule. If the application package is not complete, the agency will hold the application and contact you for the missing required information or return the package to you for completion. If the required information is not received within the stated time, the agency will deny the application. You will need to reapply and provide the completed application again.

### Step 5 Approval Process

Please wait two weeks from the time of application to inquire about the status of your application. During October-February application volume is very high and processing may take longer.

### Step 6 Roles and Responsibilities

The benefits are to help make energy costs affordable – they are not intended to pay your complete energy bill. You are responsible for making regular payments before, during and after energy assistance is applied to your account. **Other energy resources are: Local DSS; Fuel Fund; Salvation Army; Churches**

### Step 7 When to reapply

The EUSP and MEAP programs take applications on the State fiscal year – July 1 to June 30. If you apply in August and receive a grant, you cannot reapply until July 1 of the following year.

