

We will not be able to make copies for your mail-in packet; we also cannot return paperwork, so please DO NOT send original forms.

**Your utility company will NOT be notified until after November 1st.
Payment may take 60-90 days so you must keep paying your bills.**

YOUR APPLICATION WILL BE DENIED IF THE FOLLOWING INFORMATION IS NOT RETURNED!!!!

1. **Completed and signed application. Mail To: OVO - EAP
P.O. Box 625
Madison, IN 47250**
2. **Electric and Gas Bill.**
3. **Must send in Proof on Income for past 12 months.**
Types of Income which must be reported for anyone over 18 years of age.

TANF	Social Security	SSI	Worker's Compensation
Pension/Retirement	Rental Income	Severance Pay	Unemployment Benefits
VA Benefits	Black Lung Payments	Alimony	Interest and Royalties
Strike Benefits	Employment	Self-Employment (<i>previous year's taxes</i>)	
Income from Estates and Trusts		Short Term/Long Term Disability	
4. **Landlord Affidavit must be completed by your landlord if you rent.**
5. **Release of Information Form.**

Additional Forms (if applicable)

Zero Income Form (This form is needed for individuals over 18 with no income.) *You must also send in Wage Transcript and Voucher History printout from the Work One Office.*

You are responsible for maintaining your own utility service. It takes approximately 90 days after we process an application for your benefit to show up on your bill.

If you need assistance in filling out the application or have questions, please call us 812-265-5858 or 1-800-928-1232 and someone will be glad to help you.