

## Application for Winter Disconnect Protection & Inability to Pay Declaration Form

If you are unable to pay your utility bills and need cold weather protection from utility shut off, please complete this form and return it to the 'Glencoe Light and Power' office immediately. The Minnesota Utilities Commission provides that from October 1 through April 30, a utility cannot disconnect a residential utility customer for nonpayment if you enter into, and keep current with, a mutually agreed upon payment arrangement with the utility.

Name \_\_\_\_\_ Service Address \_\_\_\_\_  
 Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Home Phone # \_\_\_\_\_ Work Phone# \_\_\_\_\_  
 Utility Account # (from your utility bill) \_\_\_\_\_ Total Amount that you owe \$ \_\_\_\_\_  
 Total annual (yearly) household income \$ \_\_\_\_\_ Number of persons in household (include yourself) \_\_\_\_\_

Source of Income (Check appropriate sources)

- Employment  AFDC/GA  GA Medical Care/Medical Assistance  Disability/Social Security/Pension  
 SSI/Food Stamps/MSA/Children's Health Plan  I do not pay for any of my own medical expenses  Other \_\_\_\_\_

Please check if any of the following exist in you home:  Medical emergency  Disabled person in residence

### Payment Arrangements (Inability to Pay)

I propose to pay my outstanding and future bills according to the following schedule of payments:

\$ \_\_\_\_\_ by \_\_\_\_\_ (date)  
 \$ \_\_\_\_\_ by \_\_\_\_\_ (date)

If you are the "Third Party" for the customer whose service is affected by this notice and are submitting this for that customer, please sign below.  
 Signature \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, I hereby acknowledge that I have received, read and understand the Notice of Residential Customers' Rights and Possible Assistance. I declare that the above information is true and correct. I give my permission to any energy provider or public assistance agency that serves me to exchange income and billing information with other energy providers and the public utilities commission for the purpose of program qualification.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

### Low-cost/no-cost energy tips:

These simple practices can save you 5 to 10 percent on your annual utility bill. In most cases, all they cost you is a little time.

### Low-cost improvements:

- Use LED or CFL light bulbs wherever possible.
- Caulk and weather strip attic and basement spaces, fireplaces, wall outlets, pipes, and ducts to reduce leakage of conditioned air.
- Cover windows with plastic.
- Install an insulated wrap on an electric water heater when it is in an unheated area.
- Reduce water use in showers and at faucets by installing flow restrictors.
- Clean or replace heating and cooling filters once a month or as needed.

### Low-cost improvements (cont):

- Have your heating and cooling systems serviced once a year to ensure peak operational efficiency.

### No-cost improvements:

- Reduce your water heater temperature setting to 120 degrees and your dishwasher at 140 degrees.
- Set your thermostat as low as is comfortable in the winter and as high as is comfortable in the summer.
- Turn off lights, TVs, peripheral equipment such as VCR, DVD, and gaming sets when not in use.
- Turn off all unused appliances.
- Clean the lint filter after each dryer load. Set the dryer controls to prevent over drying clothes.
- Close windows tightly and use locks to help cold air from leaking in.

## Minnesota Cold Weather Rule Notification of Rights

This pamphlet explains the Cold Weather Rule and the steps to take if you cannot pay your bill or your electric service is disconnected.

The Cold Weather Rule (CWR) helps protect and reconnect your heat from October 1 through April 30 and protects residential customers only. All electric companies must offer CWR protection.

The Cold Weather Rule does not forbid all winter disconnections. If you receive a Notice of Proposed Disconnection this winter, you must act promptly.

Maximum Energy Assistance Program Income Guidelines		
EAP eligibility is based on the three most recent months of income.		
Household Size	Three Month Maximum	Annual Income
1	\$6,761	\$27,047
2	\$8,842	\$35,370
3	\$10,923	\$43,692
4	\$13,003	\$52,014
5	\$15,084	\$60,336
6	\$17,164	\$68,658
7	\$17,554	\$70,219
8	\$17,944	\$71,779
9	\$18,335	\$73,340
10	\$18,725	\$74,900



**Glencoe, MN**

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## 216B.097 Cold Weather Rule; Cooperative or Municipal Utilities

Pursuant to MN State Statute, 216B.097, a municipal utility must not disconnect and must reconnect the utility service of a residential customer during the period between October 1 and April 30 if the disconnection affects the primary heat source for the residential unit and all of the following conditions are met:

- The household income of the customer is at or below 50 percent of the state median household income.
- A customer enters into and makes reasonably timely payments under a payment agreement that considers the financial resources of the household.
- A customer receives referrals to energy assistance, weatherization, conservation, or other programs likely to reduce the customer's energy bills.

### Your Rights and Responsibilities

**THE RIGHT** to declare your Inability to Pay your GLP bill. If you declare Inability to Pay, you must enter into a payment schedule with GLP to maintain your utility service. You have the right to appeal any proposed disconnection to GLP. You will have to provide GLP proof that you are unable to pay and were current in payments to GLP. Your service will not be disconnected until this appeal is resolved.

**THE RESPONSIBILITY** if you prove Inability to Pay, to complete the enclosed "Inability to Pay" form and return it to Glencoe Light and Power within 10 days. If you are receiving energy assistance or any form of public assistance and can document it for GLP, you do not have to complete an Inability to Pay form. If you mail the form or can prove your receipt of public assistance, you must also contact Glencoe Light and Power to arrange a payment plan.

**THE RIGHT** to a mutually acceptable payment schedule with Glencoe Light and Power. This payment schedule will cover your existing arrears plus the estimated usage during the payment schedule period. If you are able to pay, but still wish to enter into a payment schedule, contact Glencoe Light and Power immediately to arrange a schedule.

**THE RESPONSIBILITY** of making payments that are mutually agreed upon or promptly notifying Glencoe Light and Power why you cannot keep this agreement. You may request that the original payment schedule be changed. Any change is initially subject to Glencoe Light and Power approval.

**THE RIGHT** to request that Glencoe Light and Power notify a third party. If you have previously requested a third party notification, a copy of this notice has been sent to the third party.

**THE RESPONSIBILITY** to receive Budget Counseling from the local energy assistance provider or other financial counseling organization. Lists of agencies are provided.

Disputes regarding the previously listed options can be appealed to Glencoe Light and Power. Copies of the Cold Weather Rule are also available at GLP.

### Local Minnesota Energy Assistance Providers

If you need help paying your electric utility bills, you may qualify for state or federal fuel assistance. For complete qualifications and application information, contact your local county welfare or Community/Citizens' Action Council.

United Community Action Partnership (UCAP)  
218 Main St S Suite 108  
Hutchinson MN 55350  
320-587-5244 / 800-829-2132  
800-992-1710 (Willmar)

Common Cup Ministry  
218 Main St S  
Hutchinson MN 55350  
320-587-2213

McLeod County Social Service  
1805 Ford Ave N  
Suite 100  
Glencoe MN 55336  
320-864-3144

Salvation Army Heatshare Assistance  
2445 Prior Avenue  
Roseville, MN 55113  
800-842-7279

## Third Party Notification Form

If you have been served a notice of proposed disconnection by your utility, you may want to alert a third party (friend, relative, church group, community agency) that a disconnection notice has been issued to you. The third party will not be responsible to pay your bill. The third party does however, have the right to contact the utility and provide information or work out a payment arrangement. If you want a third party to be notified of the potential disconnection, please complete the form and return it to Glencoe Light and Power.

Customer Name \_\_\_\_\_

Service Address \_\_\_\_\_

Account Number \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

The utility has my permission to provide information to and accept information from the third party named below.

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Third Party \_\_\_\_\_

Third Party address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Third Party Home Phone \_\_\_\_\_

Third Party Work Phone \_\_\_\_\_

Third Party Signature \_\_\_\_\_

Date \_\_\_\_\_

This request will not be accepted without the third party's signature. The customer making the request understands that the utility assumes no liability for failure of third party to act upon notification.