

CEAP Co-Pay Component  
Pre Test

List five places where a house loses the most energy:

- A.
- B.
- C.
- D.
- E.

What steps will you and your family take to save money on your energy bills?

How much savings do you expect after taking these measures?

How can you involve all of your family members?

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Client Name

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Date



making life better,  
one family at a time.

# Panhandle Community Services

Notification of Approval  
co pay

Client Case#:

Panhandle Community Services  
1309 W 8th  
Amarillo, Texas 79101  
806-372-2531

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Your application for assistance has been approved and will be provided from the following program(s):

\_\_\_\_\_ CSBG \_\_\_\_\_ CEAP \_\_\_\_\_ Other: \_\_\_\_\_  
Type of assistance received(this request):  
\_\_\_\_\_ Utility \_\_\_\_\_ Fuel \_\_\_\_\_ Other: \_\_\_\_\_

	Month	Vendor#	Paid To	Amount	Max Allowable Balance	Who Resolved	How Was it Resolved	Date/Time Resolved
1								
2								
3								
4								
5								
6								
7								
8								

Gave information sheet to client? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_/11 \_\_\_\_\_  
Vendor Name Account Numbers  
Chr to Prog Element Bill Name() \_\_\_\_\_  
\_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Staff \_\_\_\_\_ Date \_\_\_\_\_

## Co-Pay

You have been certified for utility payments through the 2011 Comprehensive Energy Assistance Program (CEAP). All payments are determined by availability of funds from the TDHCA, Austin, Texas.



Panhandle Community Services (PCS) will pay this current bill, but you are responsible for bringing in your next current bill (NO DISCONNECT NOTICE). You can not skip a month even if you have a credit on your bill or for any other reason, or you will not receive your next month's payment. Skipping a month could also mean that you lose eligibility to participate in CEAP for the remainder of the year!!

### SECOND PAYMENT

Next month, you will be responsible for paying 5% of your bill, and Panhandle Community Services will pay 95%. You will need to bring the receipt for your 5% payment along with your next month's bill (gas OR electricity) to PCS in order to receive the 95% payment.



### THIRD PAYMENT

For the third payment, you will be responsible for paying 10% of your bill, and Panhandle Community Services will pay 90%. You will need to bring the receipt for your 10% payment along with your next month's bill (gas OR electricity) to PCS in order to receive the 90% payment.

### FOURTH PAYMENT

For the fourth payment, you will be responsible for paying 15% of your bill, and Panhandle Community Services will pay 85%. You will need to bring the receipt for your 15% payment along with your next month's bill (gas OR electricity) to PCS in order to receive the 85% payment.

### FIFTH PAYMENT

For the fifth payment, you will be responsible for paying 20% of your bill, and Panhandle Community Services will pay 80%. You will need to bring the receipt for your 20% payment along with your next month's bill (gas OR electricity) to PCS in order to receive the 80% payment.

### SIXTH PAYMENT

For the sixth payment, you will be responsible for paying 25% of your bill, and Panhandle Community Services will pay 75%. You will need to bring the receipt for your 25% payment along with your next month's bill (gas OR electricity) to PCS in order to receive the 75% payment.

Next Month, pay your % of your current bill first at a pay center. DO NOT pay online or over the phone. Then take your next bill and receipt no later than the last open business day of each month to Panhandle Community Services:

1309 West 8th suite#103 Amarillo, TX 79101 806-372-2531

ANY PAYMENTS AFTER THAT DAY WILL BE DENIED.

Hours: Monday-Thursday 6:30a.m.-11:00a.m.&1:00p.m.-3:00p.m.

Closed Friday-WALK-INS ONLY

Examples Where to Pay Your Bill: MR.PAYROLL, UNITED, FIESTA FOODS, AND WAL\*MART

**Copay Participants**

Date: \_\_\_\_\_

Days of operation:  
Monday, Tuesday, Wednesday, Thursday

Hours:  
6:30 a.m.-11:00 a.m. - 1:00 p.m.- 3:00 p.m.  
We may close early, if lobby gets too full

You may pay your % of your bill at any of the following location:

- Mr. Payroll
- United
- Wal\*Mart
- Fiesta Foods

**"PLEASE DO NOT PAY ONLINE OR OVER THE PHONE"**

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**NOTE: ANY AND ALL UTILITIES PAYMENTS MUST BE IN BY THE LAST OPEN BUSINESS DAY OF EACH MONTH. (CLOSED ON FRIDAY)**

**ANY PAYMENTS AFTER THAT DAY WILL BE DENIED.**

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
CASE WORKER