

Requirements for 2025

Are you eligible to renew your services?

- Applied since 2019 and you are currently at the same address.
- If your address has not changed since 2024.

If you are renewing your services for 2025.

- INCOME (2025 AWARD LETTER EX: SS, SSDI, SSI).
- Customers should receive their award letter from the Social Security Administration Office in the month of November or December (please keep this copy).
- SNAP Award Letter (If applicable)
- HOUSING LETTER (If applicable)
- Any other income the household receives such as (check stubs for the past 30 days from the date you sign the application, child support, housing reimbursement).

Need to complete a 2025 Regular Application:

If you have never received assistance or have moved to another address since 2024, you must complete the renewal.

- Birth certificates (needed for all the individuals in the home).
- SS cards or legal document (needed for all the individuals in the home).
- DL or ID (needed for everyone in the home over the age of 18). Make sure the DL or ID is not expired/valid.
- Any income received by the household such as (SSI, SS, SSDI, CHECKSTUB from the past 30 days from the date the customer put on application, child support, housing reimbursement).
- Snap letter (If applicable).
- Housing Letter (If applicable).

Disclaimer: there may be more documents required at the time you apply.

Note: If you have a credit or a zero balance on your account, you cannot reapply until your credit is exhausted and you have a bill to pay.

Application statuses are updated weekly not daily.

- ❖ Text for Status Update: 936.553.0318
- ❖ Text to request an application by email: 936.221.8707
- ❖ Text to request an application by mail: 936.221.8695
- ❖ Customer can email applications to: programinfo@get-cap.org
- ❖ To set up an F2F appointment: 936.720.7474
- ❖ Website: www.get-cap.org

WEATHERIZATION

Weatherization DOES NOT include windows, doors, flooring, roofing, wiring, or plumbing.

- ❖ *Assessments are scheduled by our staff by phone and/or home visits. After 2 (two) attempts to reach out with no response, your application will be denied.*
- ❖ *Any missed appointments for an assessment with no prior notice will cause your application to be denied. You are allowed to reschedule 1 (one) time. Any Subsequent attempts to reschedule an assessment will cause the application to be denied.*
- ❖ *Any home that is considered a health and safety risk to our staff or contractors will be subject to further review at GETCAP'S discretion.*
- ❖ *Landlord permission form-RENTERS ONLY (see our website to request a copy.*

You must include a map or brief description of your home on page 3 of your application

PLEASE INCLUDE PROPER POSTAGE-MAIL WITH INSUFFICIENT FUNDS WILL BE RETURNED

**Greater East Texas Community Action Program
PO Box 631938
Nacogdoches, TX 75963**

Date Received _____
By: _____

Greater East Texas Community Action Program
PO Box 631938
206 Mimms Ave
Nacogdoches, Tx. 75961



Please check the program (s) you are applying for 2025

<input type="checkbox"/> Energy Asst.	<input type="checkbox"/> HVAC	<input type="checkbox"/> RISE Case Mgt.	<input type="checkbox"/> Weatherization	<input type="checkbox"/> Head Start	<input type="checkbox"/> Other
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Is anyone in the household an employee, board member, family, friend, former staff member of Greater East Texas Community Action Program? YES NO If YES, please identify name and county _____

2025 Renewal

Applicant Last Name	Applicant First Name	Last 4 digits of social security number Head of household/Applicant:	County
Physical Address	City	State	Zip
Mailing Address (if different)	City	State	Zip
Cell Phone	Email	Home Phone	Message Phone

Has GETCAP previously assisted your household? If so, please list your first and last name:

Please list any new members of your household.

Name: Last, First, M.I		Social Security Number	Date of Birth	Race	Ethnicity	Gender
Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age
Name: Last, First, M.I		Social Security Number	Date of Birth	Race	Ethnicity	Gender
Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age

For any new member of your household, please send:

- 1. Proof of income (such as, 2025 Award letter, check stubs for the past 30 days, unemployment, child support print out for the last 30 days, TANF benefit letter, etc.)**
- 2. ID for anyone 18 yrs. or older**
- 3. Social security cards for all household members (if applicable)**
- 4. Birth certificates for all household members if born in the US**
- 5. Proof of Residency for all household members if born outside of the US**

Please let us know if there was someone in your household in 2025 that is no longer in the household.

Name: Last, First, M.I	Social Security Number	Date of Birth	Reason no Longer in Household
Name: Last, First, M.I	Social Security Number	Date of Birth	Reason no Longer in Household

Signature Page

Utility Providers	Account #	Account Holder's Name:
Electric Company:		
Gas Company:		
Propane Company:		

I authorize the Texas Department of Housing and Community Affairs and its contracted agency to solicit/verify information on my energy billing and consumptions histories, both past and future, to the extent that the information is used only to determine program eligibility and to provide data.

Warning: Section 1001 of the U. S. Code makes it a criminal offense to make willful false statements of misrepresentation to any Department or Agency of the U. S. as to any within its jurisdiction.

I understand that a photocopy of this release is as valid as the original.

Release to be renewed only if information changes

Certification

- The information provided is true and correct to the best of my knowledge and belief.
- My household income has been annualized at the time of application according to pre-established procedures.
- I understand I may appeal a denial of eligibility, and amount of assistance received, or a delay in service delivery.
- I authorize the Texas Department of Housing and Community Affairs (TDHCA) and its contracted agencies to solicit or verify information on my utility and/or fuel bills, both past and future to the extent the information is used only to provide data relevant to my application for assistance.
- I am aware that I am subject to prosecution for providing false, misleading, or fraudulent information.

Standard Information Release

I hereby give my permission to Greater East Texas Community Action Program for the following, and do affirm the stated understandings:

- GETCAP may obtain information to complete my application for assistance or services.
- GETCAP may share necessary information with other individuals or organizations to provide case management services and/or secure resources on my behalf. I understand information will only be shared when necessary to meet the requirements of my established service plan.
- GETCAP may use my success story, likeness, recording, both audio and video in public relations efforts, and may share same with other entities with or without personal identifying information when doing so shall be for the good of improving community development.
- I understand GETCAP may use my likeness and/or success story in releasing annual report information to State and Federal entities, and in doing so, will provide every assurance that personal identifying information will be redacted.
- I understand I am not entitled to any compensation for any use of my story or likeness.
- I will continue to provide income information for Case Management reasons for as long as necessary for GETCAP to release me from the Self-Sufficiency Program.

Disability Certification Form

Name of Person with Disability:

Name of Person with Disability:

I hereby certify that I am disabled as defined in one of the following:

- 7(9) of the Rehabilitation Act of 1973
- 1614 (a) (3) (A) or 223 (D) (1) of the Social Security Act
- 102 (7) of the Developmental Disabilities Services and Facilities Construction Act (38 USC Chapter 11 or 15)

- I receive benefits because of my disability
- I do not receive benefits because of my disability
- I do not receive benefits because of my disability, but I have applied for benefits

Under penalty of perjury, I have provided truthful information in this certification. In Texas, under Sec. 37.101 of the PENAL CODE, it is a felony of the third degree to falsify this document.

Applicant Signature	Date: / /2025
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For Office Use ONLY

Eligible? Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, has the applicant requested an appeal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Income denial? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what is the annualized income?	
Is there a priority member in the household? Elderly <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Documented crisis <input type="checkbox"/> Disabled <input type="checkbox"/>	
Child Under 6 <input type="checkbox"/> Cutoff notice <input type="checkbox"/>	
Recommended Utility Assistance Component: <input type="checkbox"/> HCC <input type="checkbox"/> UA <input type="checkbox"/> LIWAP <input type="checkbox"/> EA <input type="checkbox"/> Donated Funds <input type="checkbox"/> Other	

Customer Service Representative:	Date:
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Filling out the form electronically

Download the application from your browser to adobe reader

- a. To download Adobe Acrobat Reader, please go to <https://get.adobe.com/reader/> it's a free PDF viewer

Open the application on adobe reader to fill it out

After completing your application, press save then email the application with your documents, to programinfo@get-cap.org from your email address.

Energy Saving Tips

You can do something to keep your summer electric bills at their lowest by following these simple steps.

1. **Thermostat setting:** You can reduce your air-conditioning cooling cost by as much as 14% simply by increasing the thermostat setting by 1 degree. For energy conservation, we recommend a 78-degree setting.
2. **Insulation:** Insulation is designed to keep heat out during the summer and to keep heat in during the winter. Adequate insulation can more than pay for itself in just a few years, with money saved on air-conditioning and heating operation.
3. **Let it breathe:** Dirty filters cause unnecessary strain and can lead to equipment breakdowns. Air-conditioning servicemen say about half of their trouble calls are traced to dirty filters. We suggest changing or cleaning your filters at least once a month, preferably every two weeks for the best results.
4. **Maintenance:** Have your unit checked and cleaned each year to ensure maximum efficiency and long life. Have the coils checked and cleaned to see if they are dirty and check the refrigerant for charge and belts for wear and adjustments.
5. **Efficiency:** If your unit is 10 years old or older a new, properly sized, high efficiency system should be installed.
6. **Don't forget your ducts:** You can save 5% or more on your air-conditioning costs by having your duct system checked for air leaks and for adequate insulation.
7. **Attic ventilation:** Attic temperatures sometimes rise to 140 degrees during the summer months. Good attic ventilation will lower the temperature and reduce cooling requirements inside the home.
8. **Air leaks:** You can save up to 10% on air-conditioning costs with a well-sealed house. Seal leaks around doors, windows, outlets, switch plates, and plumbing outlets. Weather stripping will make your home more comfortable too.
9. **In the shade:** If your house has a lot of windows, particularly on the east and west sides, you save money by shading the window with awnings, solar screens, or shutters. Trees and shrubs that shade your home also help to reduce the air-conditioning workload. Venetian blinds or drapes are helpful as well.
10. **Turn it on:** By using kitchen and bathroom exhaust fans to remove excess heat and moisture, you can save each month on your overall cooling bill.
11. **Lower is better:** You can save money on your water heating bill by setting the temperature control at a moderate 140 degrees, or as low as needed, and still have plenty of hot water.
12. **Up the chimney:** If you close your fireplace damper during the summer and winter, (when not in use), you save on both your cooling and heating bills. Installation of a glass fireplace screen will also help prevent air from going up the chimney.

Attention: This is your copy, keep for your records.