

## LIHEAP PORTAL STEPS

- Visit the Paiute Indian Tribe of Utah page.
  - [Paiute Tribe of Utah | Paiute Indian Tribe of Utah \(pitu.gov\)](http://PaiuteTribeofUtah.com)
- In the red menu bar located at the top of the page, click on the **Services** tab.



Member Services  
(PRC)

Economic  
Development

Education

Enrollment

Family Services

FourPoints

Health

Healthy Living

**LIHEAP**

Native Youth

Tribal Emergency  
Response Team  
(TERT)

- Select **LIHEAP**.
- Scroll to the bottom of the page and click on **LIHEAP Application**.

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**LIHEAP Application**

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- On the left side of the page click on the **Register** tab. This step will only need to be completed once.



- Complete all of the required information. You do not have to be a member of the Paiute Indian Tribe of Utah to register.
  - Email – enter your email.
  - Username – please create a username.
  - Password – create a password, then confirm that password below.
  - Once finished, please click **register**.

### Sign up for a PITU Services account

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\* Email

\* Username

\* Password


\* Confirm password

If you have questions or need help, please email [services@pitu.gov](mailto:services@pitu.gov), or call (435) 586.1112

- Update the profile page with all the required information.
  - First Name, Last Name
  - Email – this will auto populate with the email added from the previous step.
  - Mobile phone
  - Birthday
  - Tribe (if applicable)
  - Street 1/Street 2, City, Street, Postal Code – Please enter your complete address.
  - Social Security Number
  - Tribal ID – Please upload your Tribal ID (if applicable)
  - Once finished, please press submit located at the bottom of the page

## Profile

Please provide some information about yourself.  
The **Email Address** and **Phone** number are required but will not be displayed on the site.

	<b>First Name *</b> <input type="text"/>	<b>Last Name *</b> <input type="text"/>
Profile	<b>E-mail *</b> <input type="text" value="media@pltu.gov"/>	<b>Mobile Phone *</b> <input type="text" value="Provide a telephone number"/>
Security	<b>Birthdate *</b> <input type="text" value="MM/YYYY"/> <input type="button" value="📅"/>	<b>Tribe *</b> <input type="text" value=""/> <input type="button" value="🔍"/>
Change Password	<b>Street 1 *</b> <input type="text"/>	<b>Street 2</b> <input type="text"/>
Change Email	<b>City *</b> <input type="text"/>	<b>State *</b> <input type="text"/>
	<b>Postal Code *</b> <input type="text"/>	
	<b>SSN</b> <input type="text"/>	
	<b>Tribal Id</b> <input type="button" value="Choose File"/> No file selected	

- Click LIHEAP from the application options

### Applications

<input type="button" value="Tribal Scholarship"/>	<input type="button" value="Johnson O'Malley Program"/>
<input type="button" value="LIHEAP"/>	<input type="button" value="Childcare Assistance"/>
<input type="button" value="License Exempt Childcare Provider Application"/>	<input type="button" value="Enrollment"/>
<input type="button" value="Healthy Living"/>	<input type="button" value="Family Services"/>

- On the right of the page, click **Start a new application**

## LIHEAP In Progress Applications

<input type="button" value="In Progress Applications"/>	<input type="button" value="Submitted Applications"/>
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LIHEAP Created On ↓

- The first part is the ***Applicant Information Tab***.
  - If applying for yourself: Please confirm the information that populated on this page. You do not have to have a notarized POA, although we do collect this information.
  - If you are completing the application for someone else, please mark the check box. Please only use if you are completing the application

for someone other than yourself. If you are, please add your relationship to applicant, and mark whether or not you are authorized to act on behalf of applicant. Then answer the remaining questions for the person who is applying for the energy assistance.

### Name of person completing the application

I am completing the application for someone else

Relationship to Applicant \*

Self ▼

Authorized by a notarized POA to act on behalf of applicant \*

▼

- When all fields are completed, click the **next** button. Please note that the system will not allow you to advance if any information is missing. If the program will not advance to the next page, scroll up to the center of the page to see a box that tells you what information is missing.
- If at any point in the application you need to stop and finish at a later time, please click the finish later button located on the bottom right.

Finish Later

- The second part is the ***Household Information Tab***.
  - Complete each line – if one doesn't apply, leave a zero (0) in the box. You must provide information for all household members – and this should match the information provided by your landlord. Click on the Add Household Member box to add members:

## Household Information

Number of Adults Living in Household \*

Number of Elders Living in Household (55 & older) \*

Number of Handicapped/Disabled Persons \*

Total Children Currently in Household \*

Household Members

Add household member

Last Name ↑    First Name ↑    Birthday    Social Security Number    Enrolled Member

- List each household member in the popup box. This does not include the information about the person applying, only the other members of the household. Click **submit** after each household member is added.

### General

First Name \*

Social Security Number

Middle Initial

Birthday

Last Name \*

Sex

Enrolled Member \*

Enrollment Number

Submit

- Answer all questions regarding living arrangements. When finished with all fields click the next button. Please note that, if you receive

rental assistance from the Paiute Housing Authority, the Tribe can obtain a Landlord Statement on your behalf. Click the **next** button.

### Living Arrangements

Do you rent?

Yes

Do you rent from the Utah Paiute Tribal Housing Authority (UPTHA)? \*

Yes

Share Residence \*

No

Primary Heating Source \*

Gas

Primary Cooling Source \*

Central Air

Do you pay water/sewer separately from your rent or other utilities?

Yes

Previous

Next

Finish Later

- ***Assistance Qualifiers Tab***
  - If you receive any of these types of assistance, you are automatically eligible for LIHEAP/LIHWAP assistance. Make sure to complete if you receive SNAP, TANF, or SSI (***Supplemental Security Income*** and Social Security are not the same type of payment). Enter the name of the household member that receives the assistance and the amount they receive. You will need to upload proof of the amount received, or you will not be able to proceed to the next page. When complete, click the **next** button.

TANF \*

SNAP (Food Stamps) \*

(SNAP) Name on Account \*

(SNAP) Amount \*

Proof of SNAP Eligibility \*

 No file selected

SSI \*

- ***Income Tab***

- Complete this tab, including ***all*** income (earned and unearned) for the household. All Adults need to provide their income, or a statement that is personally signed explaining why they have no income.
- Please upload proof of income for the past month; once complete, click the **next** button.

## Income Information

- Each person over the age of 18 must either be working, receiving unearned income or provide a written statement they have personally signed explaining why they are not working.
- Earned income is defined as any monies you acquire from working. Examples include but are not limited to: wages, salaries, tips and self-employment earnings.

### Earned Income

Does anyone in your household have earned income? \*

Earned Income Verification \*

Please provide earned income verification for the past month

No file selected

Earned Income Source \*

Gross Monthly Earned Income Amount \*

### Unearned Income

- Unearned income is defined as all other sources of monies received. Examples include but are not limited to: Unemployment Benefits, Alimony/Child Support, VA assistance, General Assistance, etc.

Does anyone in your household have unearned income? \*

- ***Utility Information Tab***

- Add your Utility Vendors here.

#### Utility Information

Please add all required vendors

Utility/Water ↑	Name of the Company	Name on the Account	Percentage	Explanation	Created On
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- In the percentage box, state what percentage of a LIHEAP award you want to be applied to that vendor. There is an additional box where



you must explain if the utilities are not in your name.

**Utility/Water \***

**Name on the Account \***

**Name of the Company \***

**Percentage**

**Explanation**

Please explain if the utility account doesn't match the name of the person applying for assistance,

Submit

**Utility Bill \***

Choose File

No file selected

- Upload your utility Bill(s).
- If you are having a household crisis (Utility Shutoff pending), click on this button and please provide a copy of the shutoff notice.

**Household Crisis? \***

A crisis is defined as a time of intense difficulty, trouble, or danger imposed on the household members. You must provide supporting documentation of the crisis.

**Proof of Household Crisis \***

Choose File

No file selected

- Click the **next** button.
- **Review and Submit Tab**
  - Please carefully read consent then check the required boxes.
  - Sign and date.

## Utility Disclosure

For you to obtain assistance through the Paiute Indian Tribe of Utah (PITU) Low-Income Home Energy Assistance Program (LIHEAP), it may be necessary for PITU to obtain information from your utility company - including your name, account number, service address, usage information, and billing information. Some utility vendors cannot share this information with PITU without your consent. If you opt not to provide consent, it may impact your ability to receive aid through PITU.

This information will only be used for the purposes of determining whether you qualify for and for providing any aid you may receive. Your information will not be used for any other purpose. Please note that your consent applies only for this specific request. If in the future you seek additional funding from PITU, you will be asked to provide consent at that time.

I hereby give my consent to my utility company(s) to provide PITU with my service address, account number, usage data, and billing data for the limited purpose in this application.

I hereby acknowledge that the information provided is accurate and complies with the program requirements \*

Date \*

12/1/2023



Type your Full Legal Name \*

Jane Doe

- The Final step on the application is to review all the information is accurate, then click the **Submit** button.
- You can review the status of your application by logging back in to the member portal and clicking on submitted applications.

## LIHEAP Submitted Applications

In Progress Applications

Submitted Applications

Application Number

Application Status

LI-001009

Approved

*Please note the following:*

- If you are renting, PITU will need a Landlord Statement that has been completed by your landlord. If you do not rent from the Paiute Housing Authority, please call and we will send one to your landlord, or you can get it online here ([Landlord-Statement.pdf \(pitu.gov\)](#)). You may also pick one up from the Tribal Offices at any time.

- If you have a Dominion Energy account, we have an additional form that you will need to sign. We will send it to you when we review your application.
- For any questions, or assistance in completing an application, please call the Family Services Department at (435) 586-1112.