



Weatherization Guidance No. 37

Effective Date: October 18, 2016

Updated: April 1, 2022

Self-Certification and Proof of Eligibility

With this guidance the Connecticut Weatherization Assistance Program for Low-Income Persons is providing a procedure to “Self-Identify” as a Low-Income person who is eligible for the Weatherization Assistance Program.

This guidance also outlines the procedure for “Proof of Eligibility” and pertains to all possible Weatherization Assistance Program intake points. If there are further questions, please contact your field representative.

The State Plan

“Proof of Eligibility” To the maximum extent practicable, proper proof of income eligibility and the associated documentation should be included in the client file. Eligibility may be determined by the following methods:

- “Eligibility determined by Outside Agency/Program” In income eligibility is determined by an outside agency or program, ie Low-Income Home Energy Assistance Program (LIHEAP) or the US Department of Housing and Urban Development (HUD), then copies of the eligibility documentation can be a statement of LIHEAP eligibility or a copy of the HUD building list, included in the client file.
- “Self-Certification” only can be conducted if all other avenues of documenting income eligibility are exhausted, however evidence of the various attempts to prove eligibility must be contained in the client file, including a notarized statement signed by the potential applicant indicating that he/she has no other proof of income. (See Form 43 “Certification of Zero Income”)