



December 20, 2023

Dear Manager,

Enclosed please find applications in both English and Spanish, for the Luzerne County ARPA Heating and Utility Program administered by the Commission on Economic Opportunity (CEO) in partnership with Luzerne County.

The purpose of the program is to provide direct assistance to moderate-income Luzerne County households that were impacted by the COVID-19 Pandemic. The cost of utilities, heat in particular, can be a financial burden for moderate income households and this program is designed to provide support to households that do not otherwise qualify for utility assistance.

Below is an overview of the program eligibility guidelines:

- Applicant must be the ratepayer for their home's primary or secondary heating source.
- Applicant must live in the home where the utility is located
- Households cannot receive other utility-related assistance such as LIHEAP or a utility company's customer assistance program.
- All types of heat-related utilities and deliverable fuel are eligible.
- An applicant does not have to be delinquent on a heating and/or utility bill
- Income guideline is moderate income households; defined as 200-300% of the federal poverty guideline. For a family of four, the minimum annual income would be \$60,000 and the maximum annual income would be \$90,000. Income calculations are based on gross income for the entire household.

In addition to paper applications, which will be available at all of CEO's Luzerne County offices, applications will also be available online at ceopeoplehelpingpeople.org. If approved, applicant households will receive a one-time grant of \$290. The payments will be made directly to the utility company or fuel vendor of the applicants choosing.

Return application including required attachments (copy of photo ID, proof of income, utility bill/fuel invoice)

By mail to: CEO ARPA Utility Program, PO Box 1126, Wilkes Barre, PA 18703-1126.

In-person at: 165 Amber Ln, Wilkes Barre, PA 18702

By email to: ceoarputility@gmail.com;

By fax to: 570-829-1665

If you have any questions, please feel free to contact our Wilkes-Barre office at 570-826-0510.

Thank you.

A handwritten signature in black ink, appearing to read 'Jennifer Warabak', is written over the printed name.

Jennifer Warabak
Executive Director