

# COMMUNITY ACTION COUNCIL OF PORTAGE COUNTY, INC.

Thank you for your interest in CACPC Energy & Housing Services

When submitting an application for assistance, you must provide the following:

1. **All pages of the Energy & Housing Services (EHS) Application for Service.**
2. **PROOF of INCOME for 12 months** from your application date for all household members: *please refer to the following page for accepted proof of income.*
3. For adults who have had periods with no income or undocumented income within the past 12 months, complete the attached **Self-Declaration of Income Worksheet** located at the back of the application packet.
4. **PROOF of CITIZENSHIP** for all household members: *please refer to the following page for accepted citizenship documentation.*
5. **PROOF of OWNERSHIP** (i.e., COPIES of tax statement, deed, title, including mobile home title or tax statement, *notarized* lease/purchase agreements and land-contract agreements. Land-contracts must also be registered with the county auditor).
6. **COMPLETED Certification of All Programs Form**; if there are multiple owners of the home, please note, each owner must sign off on all paperwork when prompted throughout the duration of our services. For Renters, Landlords must also sign off on all paperwork when prompted throughout the duration of our services.
7. **COPIES of most recent HEATING and ELECTRIC BILLS** for the home.
8. Hazard, Intake, Liability, and/or 3<sup>rd</sup> party(permission to share information)

We process completed applications in the order in which they are received in to our office. Once your application is processed, you will be notified of your status by mail.

When submitting an application for assistance, please remember the following:

- If additional signature lines or pages are needed, please make a copy of or request the blank form(s) and attach with original signatures when submitting the application.
- Do not fax applications—only supporting documentation may be faxed.
- Do not forward original documents—we cannot return them by mail.
- Keep a current phone number on file with us. If you fail to update us of a phone number change and we cannot reach you, your application will be considered inactive.
- Waitlist times may fluctuate based on available funding and regulations. Additional proof or re-verification of income may be required prior to receiving services.
- Your utilities must be connected in order to provide services. You may wish to contact your local HEAP agency for utility assistance if you believe you are at risk of disconnection.
  - For Portage County (CACPC): (330) 297-1456, press "1"
  - For Trumbull County (TCAP): +1 (866) 747-1041

**The CACPC Energy & Housing Services is a weatherization/insulation and energy efficiency program. WE CANNOT PROVIDE AND DO NOT HAVE THE FUNDS FOR REHAB WORK OR IMMEDIATE EMERGENCY SERVICES. If you find you are in need of emergency or more immediate services, we suggest calling "211" First Call for Help/Help Network for other assistance inquiries.**

CAC Main Offices  
P.O. Box 917  
1036 W. Main Street  
Ravenna, OH 44266  
(330) 297-1456  
Fax: (330) 297-1463  
Admin Fax:  
(330) 298-9680

[www.cacportage.net](http://www.cacportage.net)  
email:  
[info@cacportage.net](mailto:info@cacportage.net)

Community  
Technology  
Learning Center of  
Portage County  
PO Box 917  
243 S. Prospect Street  
Ravenna, OH 44266  
(330) 297-8720  
Fax: (330) 298-8730  
[ctlc@cacportage.net](mailto:ctlc@cacportage.net)

CAC Youth & Family  
Center  
PO Box 917  
519 N. Walnut Street  
Ravenna, OH 44266  
(330) 298-8535  
Fax: (330) 298-1735

## Accepted Citizenship Documentation

Proof of U.S. Citizenship	Proof of Legal Resident/Qualified Alien
<ol style="list-style-type: none"> <li>1. Birth Certificate/Hospital Birth Records</li> <li>2. Baptismal Records (Only when place and date of birth is shown)</li> <li>3. Indian Census Record</li> <li>4. Military Service Record</li> <li>5. U.S. Passport</li> <li>6. Verified Citizenship for Ohio Work First (OWF) Program</li> <li>7. Voter Registration Cards</li> <li>8. Social Security Cards (Social Security Cards administered by Social Security Administration that do not include notes regarding work authorization status will be accepted).</li> </ol>	<ol style="list-style-type: none"> <li>1. Naturalization Papers/Certifications of Citizenship</li> <li>2. INS ID Card</li> <li>3. Alien Registration Cards/Re-entry permits</li> <li>4. INS Form I-151 or I-551 (Form I-151 will not be valid after August 1, 1993)</li> <li>5. INS Form I-94 if annotated with either: a) Sections 203(a)(7), 207, 208, 212(d)(5), 243(h), or 241(b)(3) of the Immigration and Nationality Act; or b) One or a combination of the following terms: Refugee, Parolee, or Asylee</li> <li>6. Permanent Visa INS Form G-641, "Application for verification of Information from INS Records", when annotated at bottom by INS representative as lawful admission for humanitarian reasons</li> <li>7. Documentation that alien is classified pursuant to Sections: 101(a)(2), 203(a), 204(a)(1)(a), 207, 208, 212(d)(5), 241(b)(3), 243(h), or 244(a)(3), of the Immigration and Nationality Act</li> <li>8. Court order stating that deportation has been withheld pursuant to Section 241(b)(3) or 243(h) or of the Immigration and Nationality Act</li> <li>9. INS Form I-688</li> </ol>

## Accepted Proof of Income

Fixed Income	Earned Employment Income	Supplemental Income	Other Sources of Income	Other Earned Income
<input type="checkbox"/> Award/Benefit Letter <input type="checkbox"/> Payment Printout/statement from issuing agency <input type="checkbox"/> Copy of Check or Bank Statement showing deposit	<input type="checkbox"/> All pay stubs received 30 days from the date of the application that include gross and year-to-date amounts received <input type="checkbox"/> Completed and signed Employment Verification Form	<input type="checkbox"/> Copy of check/award amount letter <input type="checkbox"/> ODJFS documents/eligibility letter with amounts and dates <input type="checkbox"/> IRS Form 1099-G (box 1) <input type="checkbox"/> Housing Authority Documentation <input type="checkbox"/> Lease/rental agreement <input type="checkbox"/> Payment printout/statement from issuing agency	<input type="checkbox"/> Statement from Financial Institution <input type="checkbox"/> Copy of Check or Bank Statement showing deposit <input type="checkbox"/> Most Recent IRS Form 1040, 1099 or W-2	<input type="checkbox"/> Pay stubs indicating amount received within the previous 12 months from the date of the application <input type="checkbox"/> Self-Employment of Income Form for the previous 12 months <input type="checkbox"/> IRS Wage and income transcript and record of account transcript <input type="checkbox"/> IRS Form 1040

## Privacy Act Notice

DISCLOSURE: The disclosure of Social Security Numbers is mandatory to receive HEAP benefits.

AUTHORITY: 45 CFR 96.84 (c); 42 U.S.C. 405(c)(2)(C)(i)

USE: The state will use Social Security numbers in the administration of the Home Energy Assistance Program to verify information supplied on the application to prevent, detect and correct fraud, waste, and abuse. The information is also used to respond to requests for information from agency programs funded by block grants to states for Temporary Assistance for Needy Families or agencies requesting information for child support or to establish paternity. The applicant may be held civilly or criminally liable under federal or state law for knowingly making false or fraudulent statements.

## Personal Information Section

Client Number

Enter the information completely. **PLEASE USE DARK BLUE OR BLACK INK**Failure to fill out the application completely, provide all the required documentation and sign the application will delay the processing of your application

First Name*		M.I.	Last Name*	
Social Security Number*		U.S. Citizen / Legal Resident (Qualified Alien)*		Military Status
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Active <input type="checkbox"/> Veteran <input type="checkbox"/> No Military Service		Date of Birth (MM / DD / YYYY)*
Disabled* <input type="checkbox"/> Yes <input type="checkbox"/> No	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Ethnicity <input type="checkbox"/> Hispanic, Latino or Spanish Origins <input type="checkbox"/> Not Hispanic, Latino or Spanish Origins		
Race				
<input type="checkbox"/> White <input type="checkbox"/> American Indian/Alaskan Native & White <input type="checkbox"/> Black/African American/White				
<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander				
<input type="checkbox"/> American Indian/Alaskan Native & Black/African American <input type="checkbox"/> Asian/White <input type="checkbox"/> Other Multi-Race				
<input type="checkbox"/> Black/African American				
Non-Cash Benefits		Supplemental Nutrition Assistance Program (SNAP) / Food Stamps		Housing Choice Voucher
<input type="checkbox"/> Affordable Care Act Subsidy		<input type="checkbox"/> HUD-VASH		<input type="checkbox"/> Women, Infants, and Children (WIC)
<input type="checkbox"/> Child Care Voucher		<input type="checkbox"/> Permanent Supportive Housing		<input type="checkbox"/> Other
Family Type		Housing Type		Residence Structure
<input type="checkbox"/> Single Parent/Male <input type="checkbox"/> Non-related Adults with Children		<input type="checkbox"/> Own		<input type="checkbox"/> Mobile Home
<input type="checkbox"/> Single Parent/Female <input type="checkbox"/> Multigenerational Household		<input type="checkbox"/> Rent		<input type="checkbox"/> Single-Family
<input type="checkbox"/> Two-Parent Household <input type="checkbox"/> Other				<input type="checkbox"/> Multi-Family Low Rise (3 stories or less)
<input type="checkbox"/> Single Person				<input type="checkbox"/> Multi-Family High Rise (4 stories or more)
Email Address		Phone Number (including area code)		
		( )		
Preferred Method of Contact* <input type="checkbox"/> Email <input type="checkbox"/> Postal				
Mailing Address (number and street including route)*		Apt/Lot/Unit/Floor		
City*	State*	Zip Code*	County*	
Is Utility Service Address the Same?* <input type="checkbox"/> Same as above <input type="checkbox"/> Different (list below)				
Current Service Address (if different from above; number and street including route)		Apt/Lot/Unit/Floor		
City	State	Zip Code	County	
Do You Receive Rental Assistance?* <input type="checkbox"/> Yes <input type="checkbox"/> No		Landlord Organization (if you rent)		
Landlord First Name*	Landlord Last Name*	Landlord Phone Number (including area code)		
		( )		
Landlord Mailing Address (number and street including route)*		Apt/Lot/Unit/Floor		
City*	State*	Zip Code*	County*	

If you have additional household members (anyone living under your roof at the same address), please complete page 2 of the application. For additional members, print additional pages.

\*Indicates required information in order to process your application. Failure to fill out the application completely, provide the required documentation and sign the application will delay the processing of your application.

## Household Members Section

Complete for anyone living in your home.

Full Name*		Social Security Number*		Date of Birth (MM / DD / YYYY)*	
Relationship to person applying					
Disabled* <input type="checkbox"/> Yes <input type="checkbox"/> No		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Ethnicity <input type="checkbox"/> Hispanic, Latino or Spanish Origins <input type="checkbox"/> Not Hispanic, Latino or Spanish Origins	
Race <input type="checkbox"/> White		<input type="checkbox"/> American Indian/Alaskan Native & White		<input type="checkbox"/> Black/African American/White	
<input type="checkbox"/> American Indian/Alaskan Native		<input type="checkbox"/> Asian		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
<input type="checkbox"/> American Indian/Alaskan Native & Black/African American		<input type="checkbox"/> Asian/White		<input type="checkbox"/> Other Multi-Race	
		<input type="checkbox"/> Black/African American			

Full Name*		Social Security Number*		Date of Birth (MM / DD / YYYY)*	
Relationship to person applying					
Disabled* <input type="checkbox"/> Yes <input type="checkbox"/> No		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Ethnicity <input type="checkbox"/> Hispanic, Latino or Spanish Origins <input type="checkbox"/> Not Hispanic, Latino or Spanish Origins	
Race <input type="checkbox"/> White		<input type="checkbox"/> American Indian/Alaskan Native & White		<input type="checkbox"/> Black/African American/White	
<input type="checkbox"/> American Indian/Alaskan Native		<input type="checkbox"/> Asian		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
<input type="checkbox"/> American Indian/Alaskan Native & Black/African American		<input type="checkbox"/> Asian/White		<input type="checkbox"/> Other Multi-Race	
		<input type="checkbox"/> Black/African American			

Full Name*		Social Security Number*		Date of Birth (MM / DD / YYYY)*	
Relationship to person applying					
Disabled* <input type="checkbox"/> Yes <input type="checkbox"/> No		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Ethnicity <input type="checkbox"/> Hispanic, Latino or Spanish Origins <input type="checkbox"/> Not Hispanic, Latino or Spanish Origins	
Race <input type="checkbox"/> White		<input type="checkbox"/> American Indian/Alaskan Native & White		<input type="checkbox"/> Black/African American/White	
<input type="checkbox"/> American Indian/Alaskan Native		<input type="checkbox"/> Asian		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
<input type="checkbox"/> American Indian/Alaskan Native & Black/African American		<input type="checkbox"/> Asian/White		<input type="checkbox"/> Other Multi-Race	
		<input type="checkbox"/> Black/African American			

Full Name*		Social Security Number*		Date of Birth (MM / DD / YYYY)*	
Relationship to person applying					
Disabled* <input type="checkbox"/> Yes <input type="checkbox"/> No		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Ethnicity <input type="checkbox"/> Hispanic, Latino or Spanish Origins <input type="checkbox"/> Not Hispanic, Latino or Spanish Origins	
Race <input type="checkbox"/> White		<input type="checkbox"/> American Indian/Alaskan Native & White		<input type="checkbox"/> Black/African American/White	
<input type="checkbox"/> American Indian/Alaskan Native		<input type="checkbox"/> Asian		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
<input type="checkbox"/> American Indian/Alaskan Native & Black/African American		<input type="checkbox"/> Asian/White		<input type="checkbox"/> Other Multi-Race	
		<input type="checkbox"/> Black/African American			

Full Name*		Social Security Number*		Date of Birth (MM / DD / YYYY)*	
Relationship to person applying					
Disabled* <input type="checkbox"/> Yes <input type="checkbox"/> No		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Ethnicity <input type="checkbox"/> Hispanic, Latino or Spanish Origins <input type="checkbox"/> Not Hispanic, Latino or Spanish Origins	
Race <input type="checkbox"/> White		<input type="checkbox"/> American Indian/Alaskan Native & White		<input type="checkbox"/> Black/African American/White	
<input type="checkbox"/> American Indian/Alaskan Native		<input type="checkbox"/> Asian		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
<input type="checkbox"/> American Indian/Alaskan Native & Black/African American		<input type="checkbox"/> Asian/White		<input type="checkbox"/> Other Multi-Race	
		<input type="checkbox"/> Black/African American			

## Household Income Section\*

Fill out table below for all adult household members. Use additional section (on page 4) as needed for other adult household members with income. If there is no income in your household, please visit your local Energy Assistance Provider.

First Name		Last Name		
<b>Fixed Income</b>	<b>Earned Employment Income</b>	<b>Supplemental Income</b>	<b>Other Sources of Income</b>	<b>Other Earned Income<sup>†</sup></b>
<input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security (SSI) <input type="checkbox"/> Social Security Disability Insurance (SSDI) <input type="checkbox"/> Pension (Private & VA) <input type="checkbox"/> Widow/Widower's Benefit <input type="checkbox"/> Alimony <input type="checkbox"/> Black Lung Pension	<input type="checkbox"/> Wages <input type="checkbox"/> Active Military Pay	<input type="checkbox"/> Unemployment <input type="checkbox"/> Utility Assistance <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Ohio Works First (TANF, ADC)	<input type="checkbox"/> Cash withdrawn from IRAs / Annuities/Other Investments <input type="checkbox"/> Interest Income <input type="checkbox"/> Lump Sum Payouts (SSI/ SSDI/ Estate & Trust Settlements /Divorce Settlements / Insurance Payout / Lottery Winnings) <input type="checkbox"/> Other	<input type="checkbox"/> Self-employment <input type="checkbox"/> Seasonal-employment (includes teachers, construction workers, etc.) <input type="checkbox"/> Ohio Electronic Child Care  <sup>†</sup> This category MUST provide 12 months of income documentation
Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$
Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$

First Name		Last Name		
<b>Fixed Income</b>	<b>Earned Employment Income</b>	<b>Supplemental Income</b>	<b>Other Sources of Income</b>	<b>Other Earned Income<sup>†</sup></b>
<input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security (SSI) <input type="checkbox"/> Social Security Disability Insurance (SSDI) <input type="checkbox"/> Pension (Private & VA) <input type="checkbox"/> Widow/Widower's Benefit <input type="checkbox"/> Alimony <input type="checkbox"/> Black Lung Pension	<input type="checkbox"/> Wages <input type="checkbox"/> Active Military Pay	<input type="checkbox"/> Unemployment <input type="checkbox"/> Utility Assistance <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Ohio Works First (TANF, ADC)	<input type="checkbox"/> Cash withdrawn from IRAs / Annuities/Other Investments <input type="checkbox"/> Interest Income <input type="checkbox"/> Lump Sum Payouts (SSI/ SSDI/ Estate & Trust Settlements /Divorce Settlements / Insurance Payout / Lottery Winnings) <input type="checkbox"/> Other	<input type="checkbox"/> Self-employment <input type="checkbox"/> Seasonal-employment (includes teachers, construction workers, etc.) <input type="checkbox"/> Ohio Electronic Child Care  <sup>†</sup> This category MUST provide 12 months of income documentation
Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$
Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$

First Name		Last Name		
<b>Fixed Income</b>	<b>Earned Employment Income</b>	<b>Supplemental Income</b>	<b>Other Sources of Income</b>	<b>Other Earned Income<sup>†</sup></b>
<input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security (SSI) <input type="checkbox"/> Social Security Disability Insurance (SSDI) <input type="checkbox"/> Pension (Private & VA) <input type="checkbox"/> Widow/Widower's Benefit <input type="checkbox"/> Alimony <input type="checkbox"/> Black Lung Pension	<input type="checkbox"/> Wages <input type="checkbox"/> Active Military Pay	<input type="checkbox"/> Unemployment <input type="checkbox"/> Utility Assistance <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Ohio Works First (TANF, ADC)	<input type="checkbox"/> Cash withdrawn from IRAs / Annuities/Other Investments <input type="checkbox"/> Interest Income <input type="checkbox"/> Lump Sum Payouts (SSI/ SSDI/ Estate & Trust Settlements /Divorce Settlements / Insurance Payout / Lottery Winnings) <input type="checkbox"/> Other	<input type="checkbox"/> Self-employment <input type="checkbox"/> Seasonal-employment (includes teachers, construction workers, etc.) <input type="checkbox"/> Ohio Electronic Child Care  <sup>†</sup> This category MUST provide 12 months of income documentation
Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$
Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$

## Household Income Section – Continued

Fill out the table below for additional adult household members.

Print additional pages, as needed, for other adult household members with income.

First Name		Last Name		
<b>Fixed Income</b>	<b>Earned Employment Income</b>	<b>Supplemental Income</b>	<b>Other Sources of Income</b>	<b>Other Earned Income<sup>1</sup></b>
<input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security (SSI) <input type="checkbox"/> Social Security Disability Insurance (SSDI) <input type="checkbox"/> Pension (Private & VA) <input type="checkbox"/> Widow/Widower's Benefit <input type="checkbox"/> Alimony <input type="checkbox"/> Black Lung Pension	<input type="checkbox"/> Wages <input type="checkbox"/> Active Military Pay	<input type="checkbox"/> Unemployment <input type="checkbox"/> Utility Assistance <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Ohio Works First (TANF, ADC)	<input type="checkbox"/> Cash withdrawn from IRAs / Annuities/Other Investments <input type="checkbox"/> Interest Income <input type="checkbox"/> Lump Sum Payouts (SSI/ SSDI/ Estate & Trust Settlements /Divorce Settlements / Insurance Payout / Lottery Winnings) <input type="checkbox"/> Other	<input type="checkbox"/> Self-employment <input type="checkbox"/> Seasonal-employment (includes teachers, construction workers, etc.) <input type="checkbox"/> Ohio Electronic Child Care  <sup>1</sup> This category MUST provide 12 months of income documentation
Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$
Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$

First Name		Last Name		
<b>Fixed Income</b>	<b>Earned Employment Income</b>	<b>Supplemental Income</b>	<b>Other Sources of Income</b>	<b>Other Earned Income<sup>1</sup></b>
<input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security (SSI) <input type="checkbox"/> Social Security Disability Insurance (SSDI) <input type="checkbox"/> Pension (Private & VA) <input type="checkbox"/> Widow/Widower's Benefit <input type="checkbox"/> Alimony <input type="checkbox"/> Black Lung Pension	<input type="checkbox"/> Wages <input type="checkbox"/> Active Military Pay	<input type="checkbox"/> Unemployment <input type="checkbox"/> Utility Assistance <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Ohio Works First (TANF, ADC)	<input type="checkbox"/> Cash withdrawn from IRAs / Annuities/Other Investments <input type="checkbox"/> Interest Income <input type="checkbox"/> Lump Sum Payouts (SSI/ SSDI/ Estate & Trust Settlements /Divorce Settlements / Insurance Payout / Lottery Winnings) <input type="checkbox"/> Other	<input type="checkbox"/> Self-employment <input type="checkbox"/> Seasonal-employment (includes teachers, construction workers, etc.) <input type="checkbox"/> Ohio Electronic Child Care  <sup>1</sup> This category MUST provide 12 months of income documentation
Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$
Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$

First Name		Last Name		
<b>Fixed Income</b>	<b>Earned Employment Income</b>	<b>Supplemental Income</b>	<b>Other Sources of Income</b>	<b>Other Earned Income<sup>1</sup></b>
<input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security (SSI) <input type="checkbox"/> Social Security Disability Insurance (SSDI) <input type="checkbox"/> Pension (Private & VA) <input type="checkbox"/> Widow/Widower's Benefit <input type="checkbox"/> Alimony <input type="checkbox"/> Black Lung Pension	<input type="checkbox"/> Wages <input type="checkbox"/> Active Military Pay	<input type="checkbox"/> Unemployment <input type="checkbox"/> Utility Assistance <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Ohio Works First (TANF, ADC)	<input type="checkbox"/> Cash withdrawn from IRAs / Annuities/Other Investments <input type="checkbox"/> Interest Income <input type="checkbox"/> Lump Sum Payouts (SSI/ SSDI/ Estate & Trust Settlements /Divorce Settlements / Insurance Payout / Lottery Winnings) <input type="checkbox"/> Other	<input type="checkbox"/> Self-employment <input type="checkbox"/> Seasonal-employment (includes teachers, construction workers, etc.) <input type="checkbox"/> Ohio Electronic Child Care  <sup>1</sup> This category MUST provide 12 months of income documentation
Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$	Gross Income for the Past 30 Days \$
Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$	Gross Income for the Past 12 Months \$



## Household Deductions Section\*

Total Household Income Deductions (Choose all that apply)		<input type="checkbox"/> Health Insurance Premiums	<input type="checkbox"/> Medicaid Spend Down (deductibles)	<input type="checkbox"/> Attorney fees for estate or trust settlements
		<input type="checkbox"/> Health Care Spending Accounts	<input type="checkbox"/> Medicare Part D (RX premium)	
		<input type="checkbox"/> Medicare Part B	<input type="checkbox"/> Child Support paid-out	
Total Deductions for the past 30 Days		Total Deductions for the past 12 Months		
\$		\$		

## Total Household Eligible Income Section\*

Please add the total income received for each adult household member then subtract the total household deductions.

<b>Total Household Income</b> (add amounts from Household Income Section on Page 3 & 4)	Past 30 Days \$	Past 12 Months \$
<b>Total Household Deduction</b> (from Household Deductions Section on Page 5)	Past 30 Days -\$	Past 12 Months -\$
<b>Total Eligible Income</b>	Total Household Income less Total Household Deductions above \$	Total Household Income less Total Household Deductions above \$
Please Enter Comments for the Difference in 12 Months Income from Total 30 Days		

## Utility Information Section\*

If you wish to enroll in PIPP and have a regulated utility provider, please visit your local Energy Assistance Provider. A list can be found at [energyhelp.ohio.gov](http://energyhelp.ohio.gov).

How do you heat your home?			
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Fuel Oil or Kerosene	<input type="checkbox"/> Electric (includes baseboards)	
<input type="checkbox"/> Propane or Bottle Gas (L.P. Gas)	<input type="checkbox"/> Coal, Wood, or Pellets	<input type="checkbox"/> Other	
Company/Vendor	Account Number	Costs included in rent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Shared Meter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Account Holder's First Name	Account Holder's Last Name	Relationship to Primary Client	
If you are currently enrolled in PIPP, do you wish to reverify on this account? <input type="checkbox"/> Yes <input type="checkbox"/> No			

If you do not heat with electric, please provide your electric utility provider information:

Electric Company/Vendor			
Account Number	Costs included in rent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Shared Meter? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Account Holder's First Name	Account Holder's Last Name	Relationship to Primary Client	
If you are currently enrolled in PIPP, do you wish to reverify on this account? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Certification of All Programs

**PERMISSIONS:** As the homeowner/authorized agent and renter, as applicable, I give my permission to allow Community Action Council or its authorized agents to make the needed alterations to the home listed on this application in accordance with local building codes and State of Ohio programmatic guidelines and requirements, *at little to no cost*, and/or address any other health and safety issues as required by the Agency, governmental entities, and/or funding sources. I certify that, if required under any applicable State and Local Building or Health Codes, *I will make my home available to local building and/or health inspectors for inspection following the completion of work done to my home.*

**ACCESSIBILITY:** *I give permission to access all areas of the residence. If, however, a room is not available for viewing, all services will stop until full access to the dwelling is allowed.*

**CO/SMOKE ALARMS:** Additionally, I give my permission to allow Community Action Council or its authorized agents to make the needed installation of carbon monoxide (CO) and/or smoke alarms to my home as required by the Ohio Revised Code and any other governmental entities. *I understand and agree that I am responsible for the maintenance and care of the installed alarms and will replace the standard batteries at least annually, as applicable.*

**COMPLAINTS:** *If a complaint is made one (1) year after completion of the unit, I agree to contact the manufacturer of the equipment directly for any equipment failure or malfunction.*

**ENERGY EFFICIENCY MEASURES AND FOLLOW UP:** I do agree to participate in any energy efficiency services I am offered (if eligible), including home energy audits (i.e., energy assessments) and/or weatherization services (i.e., insulation), as well as any follow up activities as required by the funding sources. I also agree to allow the CAC of Portage County to monitor my utility costs for a period of at least one (1) year to determine the overall cost-effectiveness of the services provided herein.

**MOBILE HOMES:** In the case of mobile homes or other non-site built housing, the agency will not be held responsible for frozen pipes or heat tape failure. *I certify that I understand I am responsible for plugging in heat tape each winter.*

**ONE TIME SERVICE:** *I understand that, due to funding limitations, these programs are offered as a one-time service.*

**PLAN TO REMAIN IN HOME:** Additionally, I certify that my home currently is not for sale, that I plan on remaining in my home for *at least* the next twelve (12) months, and that my home is not in foreclosure.

**TRUTH OF STATEMENTS:** I verify that all statements made by me on this application are true and correct to the best of my knowledge, and realize that I may be held civilly and criminally liable under Federal and State Law for any knowingly false or fraudulent statement.

## General Authorization

An applicant who provides inaccurate income or household composition information risks: being dropped from PIPP Plus and/or other energy assistance programs; being ineligible to reapply for 24 months; having arrears/credits added back on to their utility bill; and/or receiving a bill from their utility (ies) for the full account balance.

I authorize the Tax Commissioner of the Ohio Department of Taxation or any agent or employee designated by the Tax Commissioner of the Ohio Department of Taxation as well as the Director of the Ohio Development Services Agency or any designated agent or employee of the Director, or the Director of the Ohio Department of Jobs and Family Services or any designated agent or employee of the Director, to disclose to the Director of the Ohio Development Services Agency, all of my state of Ohio income tax information. The applicant expressly waives notice of the disclosure. The applicant expressly waives the confidentiality provisions of the Ohio Revised Code which might otherwise prohibit disclosure and agrees to hold the Ohio Department of Taxation, the Ohio Development Services Agency, and the Ohio Department of Jobs and Family Services, and their respective agents and employees harmless with respect to the disclosures herein. This authorization is to be liberally construed and interpreted; any ambiguity shall be resolved in favor of the Tax Commissioner of the Ohio Department of Taxation, the Director of the Ohio Development Services Agency, and the Director of the Ohio Department of Jobs and Family Services.

I understand that by signing this application, I grant the Ohio Development Services Agency, or its authorized providers, access to my bank, employment, public assistance, utility company or other records needed for verification and evaluation of services. I further grant Ohio Development Services Agency, or its authorized providers, access to any information that I have provided to any other state agency, including but not limited to income information regarding requests for public assistance. I understand that filling out this application does not guarantee that my household will receive assistance. If I am or become a PIPP Plus customer I understand that I may be included in a group for which electric service is purchased in common. I understand that any authorized provider may rescind an approved payment if information is acquired which determines that my household is not eligible for services according to the rules of each program. I understand that I have the right to appeal. I certify that the information I have provided in this application is, to the best of my knowledge, a true, accurate and complete disclosure of the requested information. I understand that I may be held civilly and criminally liable under federal and state laws for knowingly making false or fraudulent statements.

I declare under penalty of perjury that the information submitted in this application is true and correct.

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signed {client/authorized agent} \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed {property owner/owner, if applicable} \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed {landlord, if applicable} \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# ZERO INCOME SELF-DECLARATION

## Instructions for this section:

For Individuals 18 or older listed above with zero income who are being supported by another household member, use this section to tell us who is providing support.

Please Print or Type	First Name	M. I.	Last Name	Supported By
	First Name	M. I.	Last Name	Supported By
	First Name	M. I.	Last Name	Supported By
	First Name	M. I.	Last Name	Supported By
	First Name	M. I.	Last Name	Supported By

## Instructions for this section:

If you are receiving help paying your bills from a non-household member, list the name(s) and phone numbers(s) and include a signed letter from that person. The letter should state how much and how often the money is given, and if the money is given to you or paid to your creditors directly. Tell us the amount of each item and tell us how the bill is paid. You must tell us if the money provided is given as a loan or a gift.

First Name	Last Name	Daytime Telephone including Area Code
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Explain how you are paying the following monthly expenses:

Bill	Monthly Amount	If paid by someone else, it is:	Bill	Monthly Amount	If paid by someone else, it is:
Rent/Mortgage	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan	Car Payment/Insurance	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan
Food	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan	Cable/Internet	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan
Gas	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan	Personal Expenses	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan
Electric	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan	Bulk Fuels (i.e. propane, fuel oil/coal)	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan
Phone/Cell	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan	Other Expenses	\$	<input type="checkbox"/> gift <input type="checkbox"/> loan

## Instructions for this section:

Use this section to total your gross household income, source of income, and check if you receive public assistance. Use this space to list other income related information you believe may be important to your application.

3)  What was your total gross household income for the last 12 months?

4) ☐ yes ☐ no Do you receive Public Assistance? Case Number

5) INCOME SOURCE (Check the income source(s) for your household) **DOCUMENTATION MUST BE PROVIDED!**

- |  |  |  |  |  |
|--|--|--|--|--|
| <input type="checkbox"/> Active Military Pay   | <input type="checkbox"/> Interest        | <input type="checkbox"/> Social Security | <input type="checkbox"/> TANF/DA       | <input type="checkbox"/> VA Pension    |
| <input type="checkbox"/> Child Support         | <input type="checkbox"/> Pension         | <input type="checkbox"/> SSDI            | <input type="checkbox"/> Unemployment  | <input type="checkbox"/> Wages         |
| <input type="checkbox"/> Employment Disability | <input type="checkbox"/> Self Employment | <input type="checkbox"/> SSI             | <input type="checkbox"/> VA Disability | <input type="checkbox"/> Workers' Comp |
- ☐ Other or No income (List other income sources separately or explain how you pay your bills in the space below. If necessary, use an additional, signed sheet. Also, specify if the amounts received are gifts or loans.) An IRS transcript will be required (see front page "Eligibility" section for instructions.)


X Sign Here _____ Application Date _____
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# COMMUNITY ACTION COUNCIL OF PORTAGE COUNTY, INC.

Dear Customer,

Due to the COVID-19 emergency, the CACPC Weatherization department has taken several steps to ensure the safety of our customers and staff. We would like your help to make the work environment safe while we weatherize your home:

1. Upon scheduling your initial inspection and corresponding workdays, we will remind you to keep the following information in mind and if you believe your household does not meet the described conditions, you are required to appropriately notify the agency to request a hold on your services. Your inactive file may resume work at which time you understand to have met the following criteria and notify us accordingly.
  - a. **No one in the household is experiencing a fever, cough, shortness of breath, or tested positive for COVID-19 in the last two weeks.**
  - b. **No one in the household has been in contact with someone who has had a fever, cough, shortness of breath, or tested positive for COVID-19 in the last two weeks.**
2. Weatherization staff and our contractors are not permitted to work in homes that have had exposure to the symptoms and conditions listed within the last two weeks and will work with you to reschedule the work for a future date.
3. Any information you provide related to the above statements is governed by HIPAA and is completely private and will not be shared with anyone.
4. By signing the attached Hazard Control Agreement, you are agreeing to join us in complying with these health guidelines and others as presented by the Ohio Department of Health as it relates to the COVID-19 pandemic which will preserve the health and safety of both the household members and our staff.
5. Expect updates as frequently as daily during the duration of your services. You are expected to answer the phone or return the call that morning before work may begin for the day. If you fail to do this, work may be suspended.
6. Inactive files with suspended work will expire and be deferred from services after 30 days if you fail to follow up with the agency.
7. Once the inspector, crew, contractor, or auditor arrives they will be utilizing Personal Protective Equipment (PPE) to keep you and them safe. This may include items such as gloves, respirators, shields, glasses, coveralls, booties, sanitizer, and/or masks.
8. We ask that you maintain social distancing by staying 6 feet away from the weatherization staff.
9. While staff are working or away from their work area, we ask that you not enter the work area so a safe work environment can be maintained.

Staff will be following all Center for Disease Control (CDC), Ohio Department of Health, and OSHA guidelines. Weatherization staff will be frequently sanitizing hands, washing hands, and sanitizing equipment. Weatherization staff and our contractors will not be permitted to work if they have experienced the listed symptoms or tested positive for COVID-19 in the last two weeks.

If you have any questions or concerns please call the agency at (330) 297-1456 and dial "2" for the Weatherization department. Thank you for being a partner with CACPC and helping us provide these services safely.

*-Energy & Housing Services*

CAC Main Offices  
P.O. Box 917  
1036 W. Main Street  
Ravenna, OH 44266  
(330) 297-1456  
Fax: (330) 297-1463  
Admin Fax:  
(330) 298-9680

[www.cacportage.net](http://www.cacportage.net)  
email:  
[info@cacportage.net](mailto:info@cacportage.net)

Community  
Technology  
Learning Center of  
Portage County  
PO Box 917  
243 S. Prospect Street  
Ravenna, OH 44266  
(330) 297-8720  
Fax: (330) 296-8730  
[ctlc@cacportage.net](mailto:ctlc@cacportage.net)

CAC Youth & Family  
Center  
PO Box 917  
519 N. Walnut Street  
Ravenna, OH 44266  
(330) 296-8535  
Fax: (330) 296-1735

**Community Action Council of Portage County  
Hazard Control Agreement**

**CUSTOMER/PROPERTY OWNER  
RELEASE OF ALL CLAIMS AND  
AUTHORIZATION TO USE DATA**

In consideration of the receipt and installation of weatherization materials or appliances, I, the Customer homeowner/Customer tenant at the address below do hereby release, acquit, and forever discharge Community Action Council of Portage County and each of their respective officers, agents, employees, successors and assigns (collectively "Providers"), of and from any and all actions, causes of action, including by way of illustration but not by limitation, claims, demands, damages, costs, loss of services, expenses and compensation, which I now have or may hereafter have, or that my heirs, executors or administrators can or may have against the Providers.

I acknowledge that the weatherization and related measures are being installed on an "AS IS" basis, and that Providers **DISCLAIM ALL WARRANTIES, IMPLIED OR EXPRESSED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY WITH RESPECT TO SUCH GOODS, THEIR INSTALLATION, OR THE RESULTS OF THEIR INSTALLATION.** I also acknowledge that any energy cost savings projected by Providers as a result of work being performed is only an estimate and not a guarantee.

I authorize Community Action Council of Portage County to release to its designees information about my energy accounts, my energy consumption patterns and photographs and descriptions of weatherization materials or appliances installed on the property at the address below and to allow reasonable access to my home to inspect the work performed.

**Customer Homeowner/**

**Customer Tenant Name:** \_\_\_\_\_  
(Signature)

**Print Name:** \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip Code)

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

# COMMUNITY ACTION COUNCIL OF PORTAGE COUNTY, INC.

## INTAKE FORM

SS# \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

DOB \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

<b>GENDER</b> <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	<b>DISABLED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>RACE</b> <input type="checkbox"/> BLACK/AFRICAN AMERICAN <input type="checkbox"/> MULTI-RACE <input type="checkbox"/> WHITE <input type="checkbox"/> NATIVE AMERICAN /ALASKAN <input type="checkbox"/> ASIAN <input type="checkbox"/> HAWAIIAN/PACIFIC ISLANDER <input type="checkbox"/> OTHER _____
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<b>EDUCATION</b> <input type="checkbox"/> 0-8 <input type="checkbox"/> 12+ <input type="checkbox"/> 9-12 (NON-GRAD) <input type="checkbox"/> COLLEGE GRAD <input type="checkbox"/> HS GRAD/GED <input type="checkbox"/> UNKNOWN	<b>FOOD STAMPS</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>HEALTH INSURANCE</b> <input type="checkbox"/> MEDICAID <input type="checkbox"/> SELF INSURED <input type="checkbox"/> MEDICARE <input type="checkbox"/> NONE <input type="checkbox"/> PRIVATE <input type="checkbox"/> UNKNOWN
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<b>VETERAN</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b># IN HSHLD</b>	<b>FAMILY TYPE</b> <input type="checkbox"/> SINGLE PAR/FEMALE <input type="checkbox"/> SINGLE <input type="checkbox"/> SINGLE PAR/MALE <input type="checkbox"/> COUPLE <input type="checkbox"/> TWO PARENT <input type="checkbox"/> OTHER	<b>ETHNICITY</b> <input type="checkbox"/> HISPANIC <input type="checkbox"/> NON-HISPANIC	<b>HOUSING</b> <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> HOMELESS
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<b>CLIENT INCOME</b> <input type="checkbox"/> WEEKLY <input type="checkbox"/> ANNUAL <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> 13-WEEKS <input type="checkbox"/> MONTHLY <input type="checkbox"/> AMOUNT _____	<b>SOURCES OF INCOME</b> <input type="checkbox"/> SOCIAL SECURITY <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> UNEMPLOYMENT <input type="checkbox"/> SSI/ SSD <input type="checkbox"/> VA <input type="checkbox"/> TANF <input type="checkbox"/> OTHER _____ <input type="checkbox"/> PENSION <input type="checkbox"/> DISABILITY
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**PREFERRED METHOD OF CONTACT** \_\_\_\_\_

HOUSEHOLD MEMBERS					
SS#					
LAST NAME					
FIRST NAME					
DATE OF BIRTH					
GENDER					
DISABLED					
RACE					
EDUCATION					
HEALTH INS.					
VETERAN					
INCOME PERIOD					
AMOUNT					
SOURCE					

I certify that this statement is true and correct to the best of my knowledge, and authorize the release of any or all  
Information necessary for verification purposes.

CLIENT SIGNATURE _____	DATE _____	INTAKE WORKER _____
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Name of Applicant: \_\_\_\_\_

### RELEASE of LIABILITY AND WAIVER OF CLAIMS

I understand that the use of vent-less gas heaters, kerosene heaters, propane, fuel oil, wood burning and other heating units create a risk of injury to person or property. I acknowledge that vent-less gas heaters and kerosene heaters are potentially unsafe sources of heat.

In consideration of the assistance provided by the Community Action Council of Portage County through the HEAP and/or WCP programs or other assistance programs, I hereby waive, discharge and release CAC and its directors, officers, employees and agents from all claims of damage, loss or liability of any kind or nature arising out of my participation in the aforementioned program, and from my receipt of services from CAC, or from the use of any and all heating sources, units and fuels. I assume all risk inherent in the receipt, possession and use of heating fuel, and agree to hold harmless CAC and its directors, officers, employees and agents from all claims arising from such receipt, possession or use.

I understand and intend that this Release and Waiver shall be binding upon my heirs, administrators, agents and assigns. I further state that I have carefully read and understand the foregoing Release and Waiver and that I freely and voluntarily sign the same.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

### Select the Household's Main Heating Unit Below:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Coal Furnace            | <input type="checkbox"/> Fuel Oil Heater       | <input type="checkbox"/> Propane Furnace        |
| <input type="checkbox"/> Coal Stove              | <input type="checkbox"/> Kerosene Heater       | <input type="checkbox"/> Propane Heater         |
| <input type="checkbox"/> Electric Baseboard Heat | <input type="checkbox"/> Natural Gas Furnace   | <input type="checkbox"/> Wood Stove             |
| <input type="checkbox"/> Electric Furnace        | <input type="checkbox"/> Natural Gas Heaters   | <input type="checkbox"/> Wood/Corn Pellet Stove |
| <input type="checkbox"/> Electric Space Heaters  | <input type="checkbox"/> Natural Gas Fireplace | <input type="checkbox"/> Wood Fireplace         |
| <input type="checkbox"/> Fuel Oil Furnace        | <input type="checkbox"/> Propane Fireplace     | <input type="checkbox"/> Wood Furnace           |
| <input type="checkbox"/> Other (specify) _____   |  |   |

# COMMUNITY ACTION COUNCIL OF PORTAGE COUNTY, INC.

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## Request to Share Information

### **Administrative & Fiscal Office**

P.O. BOX 917

Ravenna, Oh 44266

ph: 330-297-1456

fax: 330-298-9680

I, \_\_\_\_\_,

give my permission to share information between

\_\_\_\_\_ and Community Action Council of Portage County Inc.

The information is regarding my application for any/all programs offered by CAC.

### **Main Office**

1036 West Main St.

(P.O. BOX 917)

Ravenna, Oh 44266

Ph: 330-297-1456

HEAP ext 1

Weatherization &

Home Repair ext 2

Fax: 330-297-1463

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(dated)

Please return to : \_\_\_\_\_ at 330-297-1463

Notes:

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### **Computer Technology**

Learning Center

243 S Prospect St

(P.O. BOX 917)

Ravenna, Oh 44266

Ph: 330-297-1456 ext 3

fax: 330-296-8730

### **21st Century Learning Center**

& CAC Youth & Family  
Center

519 N. Walnut St

(P.O. BOX 917)

Ravenna, OH 44266

Ph: 330-297-1456 ext 4