



## CITY OF LARAMIE

Administrative Services Department  
PO BOX C  
Laramie, Wyoming 82073

PHONE: (307) 721-5225

PHONE: (307) 721-5324

FAX: (307) 721-5211

Dear Citizen:

We are excited to announce that City Council passed Ordinance 1868 to establish Low Income Affordable Municipal Service Rates.

Applicants who qualify will receive \$37.58 credited towards their Municipal Services bill each monthly billing cycle.

### **ELIGIBILITY REQUIREMENTS:**

- The applicant must own the property where Municipal Services are being billed
- The applicant must reside at the address for at least nine months per year.
- The applicant must be able to demonstrate current enrollment in a federal program in which low income is a necessary qualification.
  - Accepted programs are:
    - Social Security Supplemental Income (SSI)
    - Women, Infants and Children (WIC)
    - Low Income Home Energy Assistance Program (LIHEAP)
    - Supplemental Nutrition Assistance Program (SNAP)
    - Other federal income assistance programs (with proof) at the discretion of the City Manager's Office or designee.
- The applicant must not have any delinquent amount associated with the Municipal Services bill.
- The applicant agrees to immediately notify the Municipal Services Department of any changes in status which may affect their eligibility under Ordinance 1868.
- The applicant must re-apply for the program on an annual basis. The deadline for reapplication every year is June 1<sup>st</sup>.

If you meet these qualifications, please complete the following application and provide the City of Laramie with copies of the necessary documents that show enrollment in a federal program with low income as a necessary qualification. If you have any questions, please call the Municipal Services Billing Department at 721-5225.

Sincerely,

Municipal Services Billing Department

City of Laramie



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### FREQUENTLY ASKED QUESTIONS ABOUT COL ORDINANCE 1868

#### 1. HOW DO I QUALIFY FOR LOW INCOME AFFORDABLE MUNICIPAL RATES?

If you meet the eligibility requirements, please complete the application and bring it in, along with a copy of the paperwork to demonstrate your current enrollment in a federal program in which low income is a necessary qualification.

#### 2. HOW DO I KNOW IF I QUALIFY?

After reviewing your submitted documents, the City will send you a notice in the mail advising you of your qualification status.

#### 3. WHEN WILL THE LOW-INCOME CREDIT FIRST APPEAR ON MY BILL?

After approval, the credit established by this ordinance will begin on the first day of the billing period after the application is approved and processed by the City.

#### 4. DO I NEED TO RENEW MY APPLICATION AND HOW OFTEN?

Yes, each application must be resubmitted annually for review by June 1<sup>st</sup>.

#### 5. WHAT HAPPENS IF I NO LONGER QUALIFY?

Households receiving the credit pursuant to the ordinance shall report to the City of Laramie any change in circumstance which may affect their eligibility for additional review of their account.



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**APPLICATION FOR LOW INCOME  
 AFFORDABLE MUNICIPAL  
 SERVICES RATE  
 City of Laramie, WY**

**Please check one:**     New Application     Annual Renewal

DATE OF APPLICATION: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

NAME/BIRTH DATE OF OTHER PERSONS RESIDING IN HOUSEHOLD & RELATIONSHIP:

Name/Date of Birth	Relationship to Applicant

**DOCUMENTATION OF CURRENT ENROLLMENT IN FEDERAL PROGRAM**

**Please list the dates of active enrollment in the program(s)**

	Applicant	Spouse
Social Security Supplemental Security Income (SSI)		
Women, Infants and Children (WIC)		
Low Income Home Energy Assistance Program (LIHEAP)		
Supplemental Nutrition Assistance Program (SNAP)		
Other Program (Please specify):		

I certify that the above information and attachments provided by me are true and correct to the best of my knowledge, and I understand that willful misrepresentation will result in loss of credit eligibility.

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

\_\_\_\_\_  
 Date

<i>For Official Use Only:</i>	<i>Comments:</i>
<i>Approval / Disapproval</i>	
<i>Pending:</i>	