

Family Service
3927 1st Ave S, Billings MT 59103
PO Box 1020 Billings MT 59103
406-259-2269

Utility Assistance Checklist:

Please make an appointment with the Intake Program Manager.

It is required to have all documentation listed below to complete the appointment.

All documentation must be filled out with current date and months information.

If you have received a shut-off warning from your utility company, we may have the funds needed to help you get caught up on unpaid utilities or we can refer you to EnergyShare or LIEAP.

Eligibility:

Demonstration of need

Must be Yellowstone County Resident

Must have a source of income

No 3rd Party agreements

Applicant **MUST** be listed on Bill

What you need to bring to meet with a Program Manager:

1. ☐ Shut off Notice/ Pay or Quit Notice
2. ☐ **Must have the current/Last month full bill or cannot move forward**
3. ☐ Employment Verification items:
 - Pay Stubs
 - **Employment Verification Form** filled out by Employment source
If you just started a job and do not have a pay stub yet this form **NEEDS** to be filled out by employer
 - Award letter for disability/TANF/SS etc (we can print it in the office)
 - Bank Statements
4. ☐ **Family Service Intake Form** filled out front and back – Please leave no blank spaces

The receptionist can make an appointment for you to meet with the Program Manager.

You must have **ALL** above items complete to meet with the Program Manager.

Please note: As a non-governmental agency supported solely by private individuals and donors, assistance is provided only as funds are available. We cannot guarantee that every applicant will receive funds. Family Service assistance is first come first serve.

We request that you contribute to the solution with your own funds and provide details of how your future obligations will be paid. We also request you make payments back to the program so Family Service can continue to help families like yours stay in their homes and keep their utilities on.