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**AFFORDABLE ENERGY CORPORATION**  
**ASAP: The All Seasons Assurance Plan**  
150 S. State St., Louisville, Kentucky 40206-3169  
(502) 893-7843 Fax (502) 893-1910  
Visit our new website: [www.asapky.org](http://www.asapky.org) info@asapky.org

## ASAP ORIENTATION & ENROLLMENT CHECKLIST

**IF YOU ARE HOMEBOUND OR UNABLE TO ATTEND ORIENTATION,** you may send a representative in your place or see if you qualify for other accommodations. Please call 893-7843 to RSVP: **space is limited.** Then sign the *Orientation Representative Authorization Letter* on the back of this form and have your representative bring it to orientation with all required documents and information listed below.

**IF ENGLISH IS YOUR SECOND LANGUAGE,** please call 893-7843 **to request an interpreter.**

### REQUIREMENTS TO ATTEND ORIENTATION & ENROLLMENT – I Must MEET the following:

*\*If you do not meet these requirements, please complete the **Special Instructions** listed below or call us to discuss.*

<input type="checkbox"/>	I am the <b>PRIMARY</b> account holder on a residential LG&E account & my service is <b>connected / on.</b> *
<input type="checkbox"/>	The name & address on this invitation <b>match:</b> 1) the name & address on the <b>top</b> of my LG&E bill and 2) My <b>KENTUCKY</b> photo ID with current address (Let us know if you have moved in the past six months.)*
<input type="checkbox"/>	My Total <b>Gross</b> Household Income is <b>\$100 or more</b> each month. <i>SNAP does not count as income.</i>
<input type="checkbox"/>	The <b>Total Past Due</b> Balance on my account is <b>less than \$1000.</b> *
<input type="checkbox"/>	I <b>do not</b> live in or am not listed with Section 8, Subsidized or New Directions housing.

### REQUIRED DOCUMENTS & INFORMATION – I must BRING ALL of the following:

<input type="checkbox"/>	My <b>2 page</b> invitation letter and a <b>pen</b>
<input type="checkbox"/>	My <b>Most Recent LG&amp;E</b> statement; Preferably Green, if you have a Brown bill, bring both.
<input type="checkbox"/>	My <b>VALID</b> Photo ID; It <b>MUST</b> show <b>your current address*</b>
<input type="checkbox"/>	The <b>TOTAL Amount of OUR Previous month's income.</b> Needed for everyone in the household.
<input type="checkbox"/>	<b>RENTERS;</b> bring a copy of your entire, <b>VALID</b> lease with the landlord's name, address and phone number. Expired Dates will only be accepted, if terms state that the lease becomes Month to Month thereafter.
<input type="checkbox"/>	<b>HOMEOWNERS;</b> bring your <b>House Deed</b> for review. Get a copy at Metro Hall, <b>574-6220</b> , 527 W. Jefferson St., Rm. 204, or online @ <a href="http://www.landrecords.jcc.ky.gov/records/S2Search.jsp">http://www.landrecords.jcc.ky.gov/records/S2Search.jsp</a>
<input type="checkbox"/>	<b>MOBILE HOMEOWNERS;</b> bring your <b>Mobile Home Title</b> for review. Get a copy from the DMV, <b>574-5700.</b>

### \* SPECIAL INSTRUCTIONS: MUST be completed if you meet ANY of the following:

- A. **Your name is not "Primary" on the LG&E account / not listed at the top of the bill.**  
ASAP payments must only be made to a primary account holder. The invitee may only be listed as "secondary", if their spouse is primary. Spouse should not be deceased and must live in the household.
  - a. If it's in your spouse's name, they must contact LG&E to add you, the invitee, as "secondary". Then request a "Verification" letter to confirm the name change(s) to the account and ask LG&E to email a copy to: info@asapky.org
  - b. If it's someone, other than a spouse, they must contact LG&E to remove their name as primary and list you, the invitee, as primary instead. They may remain as secondary on the account. Then contact us with the new account number.
- B. **Your name is INCORRECT on the LG&E bill:**
  - a. Contact **LG&E at 502-589-1444** to correct your name on the account.
  - b. Call us at **502-893-7843**, so we can verify the changes online and print the correction.
- C. **Your Legal Name has CHANGED:**
  - a. Provide **Social Security card with both names listed or an original and changed SS card or ID.**
  - b. Provide a Marriage License, Divorce Decree or other legal document with both names listed.
- D. **You've MOVED in the past 6 months – update the following with your current address:**
  - a. Your LG&E bill - provide the new account number (changes with every address)
  - b. Your Photo ID - email us a copy by taking a photo on your phone & sending it as an attachment.
- E. **You do not have a KENTUCKY Photo ID, it has expired or the address is not current:**
  - a. Update your ID at the DMV and provide us with a copy (see instructions D., b.)
- F. **Your most recent LG&E bill shows a Past Due balance of \$1000 or more:**
  - a. Call us to discuss and make a payment to reduce your arrearage to less than \$1000 **BEFORE** attending orientation.
  - b. Also provide proof of payment from LG&E or a pay location that shows past due as under \$1000.

### PROGRAM DISQUALIFICATIONS - You are **NO LONGER ELIGIBLE** if You Meet any of the following:

- You have moved into or are listed with Section 8, New Directions or Subsidized housing.
- You have multiple accounts in your name at more than one address or a commercial account.
- You have no income, get less than \$100 per month or have no proof of income.