



PUBLIC UTILITY DISTRICT NO. 1
OF MASON COUNTY
N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS
MIKE SHEETZ, Commissioner
JACK JANDA, Commissioner
RON GOLD, Commissioner

CANAL COMFORT FUND – PROCEDURES (JEFFERSON)

PUD No. 1 of Mason County will send donations for the "Canal Comfort Fund" to Jefferson County OLYCAP's Administrative Office. These funds will be reserved exclusively for eligible applicants that are in an energy crisis (having difficulty paying their utility bill.)

Project period will be from October to October.

AN ELIGIBLE APPLICANT MUST:

1. Live within the electric service area of PUD #1 of Mason County (for electric assistance).
2. Have a previous monthly gross income at or below 125% of the current poverty guidelines.
3. Show verification of:
 - Social Security Numbers for all adults (18 years and over) living in the household
 - Proof of previous months' income
 - Proof of Address
 - Fill out pre-application

**The average payment from the fund will not exceed
\$150.00 per household, per year.**

OLYCAP intake and fiscal staff will keep a current expenditure journal to monitor the account balance.

The original application/referral will go to OLYCAP fiscal department to process for payment to utility.

A copy of the application/referral will go in the applicant's file and one copy to the utility as a promise to pay.

Quarterly reports will be submitted to the utility by OLYCAP staff.

A quarterly report shall be provided to PUD #1 on January 15th, April 15th, July 15th and October 15th as provided for in RCW 54.52.020.