



**WATER AND  
POWER**

# BURBANK UTILITY SERVICE SUBSIDY (BUSS) PROGRAM APPLICATION

Home Again L.A. (HALA) [homeagainla.org](http://homeagainla.org) | (818) 848-2822 | [info@homeagainla.org](mailto:info@homeagainla.org)

The BUSS Program provides an ongoing 14% discount for electric service to income-qualified residents.

## 1 DETERMINE IF YOUR HOUSEHOLD IS QUALIFIED FOR THE BUSS PROGRAM

All occupants of the residence are considered part of the household, and their collective income determines household income. We do not accept renter claims for a single-family residence as grounds to exclude their income from the household income calculation.

Applicants must meet the following conditions to qualify for the program:

1. You are the Account holder or the Co-Applicant on the BWP Account. To become a co-applicant on the BWP Account, please call BWP Customer Service at (818) 238-3700, Monday-Friday, between 7:30am and 5pm.
2. You meet the income requirements for the Burbank PASS Program, shown on the table on the right. You can learn more about the Burbank PASS program online at [burbankca.gov/burbankpass](http://burbankca.gov/burbankpass).
3. You provide documentation verifying household income and size (see step 3 of this application), for all home/unit occupants over the age of 18.
4. You are NOT a Lifeline customer. Lifeline participants are not eligible to participate in the BUSS program.

### HOUSEHOLD INCOME FOR BUSS - PLEASE CHECK THE BOX MATCHING YOUR FAMILY SIZE:

Household Size	Household Yearly Income
One Person	Less than \$75,034
Two People	Less than \$82,537
Three People	Less than \$90,791
Four People	Less than \$99,870
Five People	Less than \$109,857
Six People	Less than \$120,842
Seven People	Less than \$132,927
Eight or More People	Less than \$146,219

I am applying for BUSS for the first time.

I am currently enrolled in the BUSS Program and am re-enrolling in the program for a new year.

*Note: Incomplete applications will not be processed. Applications will only be processed once all required information and documentation have been received.*

## 2 PROVIDE YOUR PERSONAL INFORMATION

NAME ON BWP ACCOUNT: \_\_\_\_\_ BWP ACCOUNT #: \_\_\_\_\_

NAME OF CO-APPLICANT ON BWP ACCOUNT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

## 3 PLEASE TELL US ABOUT YOUR HOUSEHOLD - COMPLETE A AND B

Please provide your household income information.

HOUSEHOLD SIZE: \_\_\_\_\_ TOTAL HOUSEHOLD ANNUAL INCOME: \_\_\_\_\_

**3A | LIST ALL HOME/UNIT OCCUPANTS OVER THE AGE OF 18:**

Household Member Name	Relationship to Applicant	Date of Birth (Month/Day/Year)
	Self	

**3B | LIST ALL INCOME FOR YOURSELF AND ALL ADULT MEMBERS OF YOUR HOUSEHOLD:**

Type of Income Received	Weekly OR Monthly	Amount
Social Security	Weekly Monthly	\$
SSI Disability	Weekly Monthly	\$
Wages (W2 and/or 1099)	Weekly Monthly	\$
Business Income	Weekly Monthly	\$
Business-Paid Expenses (Example: Your business makes your car payment.)	Weekly Monthly	\$
Pension	Weekly Monthly	\$
Interest Income	Weekly Monthly	\$
Annuity/Trust Fund	Weekly Monthly	\$
Rental Income	Weekly Monthly	\$
Spousal/Child/Family Support	Weekly Monthly	\$
CalFresh, CalWorks, General Relief (GR), Cash Assistance Program for Immigrants (CAPI), Temporary Assistance for Needy Families (TANF), Refugee Cash Assistance (RCA)	Weekly Monthly	\$
Other Financial Support*	Weekly Monthly	\$
	<b>WEEKLY TOTAL:</b>	<b>\$</b>
	<b>MONTHLY TOTAL:</b>	<b>\$</b>

**\*Please attach a notarized letter explaining the financial support you are receiving.**  
 Example: A member of your family gives you financial support.

**4 READ AND ACCEPT THE BUSS PROGRAM TERMS AND CONDITIONS**

**DISCLOSURE AND AUTHORIZATION TO OBTAIN INFORMATION**

As a customer of Burbank Water and Power (BWP), I hereby claim eligibility and make application for the BUSS Program. A new application must be completed when there is a change of address, change in the number of members in the household, change in household income, and/or once every year when recertification for the program is due. I hereby grant right of access to my residence during regular business hours to BWP employees for verification of information given on this application. I understand that refusal of access for this purpose or refusal to provide all documentation requested will be considered just cause for denial of BUSS Program assistance and if my account becomes delinquent I will be subject to the collection process up to and including disconnection of services.

While applying for rate assistance with BWP, I understand that prior to, or at any time after the acceptance of my application, an ID validation and an identification and income verification may be completed.

**To the fullest extent permitted by law, I hereby authorize BWP and its authorized agents or contractors to obtain, review, and verify information relevant to my application from third parties, including but not limited to employer (current and former), financial institutions, governmental agencies, landlord and credit agencies. This authorization includes, but is not limited to, verification of income, employment status, household composition, public assistance participation, and residency. I authorize these third parties to release such information to BWP for the purpose of determining my eligibility for benefits and for program administration, compliance, and audit purposes.**

The BUSS Program and related financial assistance programs from BWP are governed by the Rules & Regulations for Utility Service. The Rules & Regulations set forth how BWP shall govern and administer its services. More information about the Rules & Regulations can be found on the BWP website at [burbankwaterandpower.com/rules-and-regulations](http://burbankwaterandpower.com/rules-and-regulations). The BUSS Program is available until funds are exhausted. Program is subject to change without notice.

### **THE BUSS PROGRAM DOES NOT PREVENT OR POSTPONE SERVICE DISCONNECTION FOR NON-PAYMENT**

The BUSS Program does not pay or erase past due amounts and/or unpaid balances. BUSS Program benefits do not apply to past bill statements and cannot be backdated.

The BUSS Program does not change or adjust any payment arrangements that you have made with BWP to cover past due amounts in your BWP account.

I understand that the BUSS Program does not erase past due amounts or impact payment arrangements on my BWP account.

### **NOTICE REGARDING FALSE OR FRAUDULENT STATEMENTS**

Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.

BWP reserves the right to back-bill an applicant if they are found to have committed fraud with respect to the information provided on this application.

I do hereby swear and attest that all information contained in this application about me or my household members is true, correct, and complete.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Note: Digital signatures are not accepted. Applications must include a handwritten signature in black or blue ink that matches the signature on the identification card provided.*

5

### **PROVIDE COPIES OF REQUIRED DOCUMENTATION FOR ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18**

All occupants of the residence are considered part of the household, and their collective income determines household income. We do not accept renter claims for a single-family residence as grounds to exclude their income from the household income calculation.

Most recent BWP Bill

Copy of State ID card / Driver's License or other identification

Complete Form 1040 or Tax Return Transcript, Wage and Income Statements

*Please obtain a free copy of your IRS transcript online at [IRS.gov/individuals/get-transcript](http://IRS.gov/individuals/get-transcript) or by calling 1 (800) 908-9946.*

### **SUBMIT YOUR APPLICATION**

Submit your application and all required documentation via mail, email, or in person.

**MAIL:** Home Again L.A. (HALA)  
Attn: BUSS Program Application  
1304 West Burbank Blvd., Burbank CA 91506

**IN PERSON AT:**  
Home Again L.A. (HALA)  
1304 West Burbank Blvd., Burbank, CA 91506

**EMAIL:** [info@homeagainla.org](mailto:info@homeagainla.org)  
Subject: BUSS Program Application