



# Warm Your Neighbor ("WYN") Application

Direct inquiries to: Teresa Herrick, "WYN" Coordinator, 319-469-4321, ext. 250

Submit application to Teresa at B&B Propane any of the following ways:

1. Mail: B&B Propane, Attn: WYN, PO Box 27, Houghton, IA 52631
2. Fax: 815-377-0044 (no cover letter is necessary)
3. Email: [teresaherrick@bbpropane.com](mailto:teresaherrick@bbpropane.com)
4. Drop by any office location in Iowa: Denmark, Donnellson, Eldon, Houghton, Mt. Pleasant, and Pulaski

Applicant(s) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Add'l Phone: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 If Joint Application - Second Applicant's Employer: \_\_\_\_\_

What is the **PRIMARY** heating source of your home?      Propane      Natural Gas      Electric      Wood

Who is your **PRIMARY** Heating Provider? \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Has your heating source been shut off or have services been disconnected?      Yes      No  
 If yes, please explain why: \_\_\_\_\_

Have you received any other assistance with your heating needs?      Yes      No  
 If yes - From Where? \_\_\_\_\_ How Much? \_\_\_\_\_

Primary reason for requesting "WYN" assistance:      Medical      Employment      Other  
 Please provide specific information on why you are requesting "WYN" funds.  
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### Complete below only if you are submitting this application on behalf of someone else:

Applicant(s) above recommended by: Your Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship to Applicant(s): \_\_\_\_\_

By signing below, I agree the information provided on this application is true and accurate. I understand and agree to allow the Warm Your Neighbor, or "WYN", Committee / B&B Propane to contact my energy supplier or any organization listed above as part of the application process and hereby give all parties permission to discuss my account information on file. I understand if I fail to cooperate with "WYN" Committee requests for information, my application for "WYN" funds may be denied. I have received the second page of application for further details on the "WYN" review process.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



# **Warm Your Neighbor ("WYN")**

## **Application process & information**

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**The Warm Your Neighbor, or "WYN", Committee at B&B Propane would like to assist all applicants, but "WYN" funds are limited. The "WYN" Committee will do their best to assist as many applicants as possible.**

**Recipients of "WYN" funds will be notified by phone or award letter when phone is not available.**

All applications received are reviewed by the "WYN" Committee at B&B Propane. Application approval and disbursement of funds are determined upon several factors including, but not limited to; reason for applying, if any assistance has been received by other organizations, severity of need, cooperation with the "WYN" Committee to verify information provided on application, availability of "WYN" funds, the number of applications received, and applicant(s) residence.

The "WYN" Committee makes every effort to verify all applications are completed with legitimate information during the application review process. It is during this process that the "WYN" Committee may contact applicant(s), their energy supplier, and any organizations that have provided assistance for additional information that may be needed. This process not only provides the "WYN" Committee with verification of application information, it also helps determine the amount of funds to be disbursed if application is approved.

"WYN" applications may be submitted anytime. For individuals/households that submit more than 1 application; unless extreme changes in an applicant's situation can be proven, disbursement of "WYN" funds will only be considered 1 time during a six month period.

If application is denied, applicant(s) can submit another application six months after the previous application was submitted, unless as stated above, the applicant(s) can prove extreme changes in their circumstances. If the applicant(s) can not provide this information, any applications submitted within the six month time period will be automatically denied.

If application is approved, disbursement amount will be decided on by the "WYN" Committee and is based on all factors listed above. Disbursement amount is not negotiable. Disbursement will be sent directly to applicants primary heating provider.

"WYN" application and funding is available to residents in the counties B&B services. These counties are:

In Iowa: Appanoose, Davis, Des Moines, Henry, Jefferson, Johnson, Keokuk, Lee, Louisa, Mahaska, Monroe, Muscatine, Van Buren, Wapello, and Washington.

In Missouri: Clark, Lewis, Schuyler, and Scotland.

In Illinois: Fulton, Hancock, Henderson, Knox, McDonough, Mercer, and Warren.

Applicant(s) knowingly assumes all risk of sending personal information via internet or phone if submitting this application by e-mail or fax. If submitting application via email or fax, applicant(s) recognize B&B Propane has appropriate enforced internet security, however in case of a security issue, applicant(s) agree to indemnify and hold B&B Propane harmless from and against all claims, loss, and liability if personal information listed on application is obtained by outside sources. B&B Propane does not share or sell customer information to outside sources unrelated to the company.