



2022/2023

Healey Heating-LaPorte Utility Program Guidelines

1. The Archdiocesan Council will reimburse Conferences in their efforts to assist the poor with utility and home heating bills.
2. To define the purpose of this program, the terms “Heating and Utility” will apply to fuel oil, propane, liquefied natural gas and electric service provided by any incorporated Utility/Gas company. The funding is NOT for utility/gas equipment or repairs.
3. The program will begin on OCTOBER 1, 2022 and continue until available funds are depleted or the PROGRAM ends on SEPTEMBER 30, 2023.
4. Conferences will be eligible for Council reimbursement for families’ utility/heating bills paid for only during the program’s timeline: OCTOBER 1, 2022 – SEPTEMBER 30, 2023. All completed reimbursement forms must be submitted within thirty days after the bill is paid. **Conferences may submit two separate bills per household per year.**
5. The Council office will match one-half of the Conference Utility/Heating payment, up to a maximum of \$1000.00 per household. NO BILLS OR PAYMENTS FOR LESS THAN \$200 WILL BE ACCEPTED OR REIMBURSED IN THIS PROGRAM.
6. **The maximum reimbursement amount to the Conference will be \$500.00 per request per year for both utility and fuel payments.**
7. To ensure an equitable distribution of available funds, Districts are capped at 20% of the total program budget.

8. As an added safeguard, NO Conference should be allowed to appropriate more than twenty percent (20%) of the funds available to any District.
9. The Archdiocesan Council Office will create and distribute forms (which may be copied) that Conferences will use for reimbursement purposes. These forms will be in both digital and hard copy formats.
10. Any Conference that fails to submit an Annual Report, and current National and Regional dues to the Archdiocesan Council prior to the due dates will not be eligible to participate in the program in the future.
11. The Conference Reimbursement Forms must be filled out completely and sent with a copy of the utility/heating bill and proof of payment. Incomplete forms will be returned.
12. The Archdiocesan Council will include a line item in the Annual Conference Report to signify how much was spent on heating and utility assistance by each Conference during the fiscal year.