

## Instructions for Completing Application PPL OnTrack Payment Program

<b>1</b>	List your name as it appears on your electric bill, your PPL bill account number, social security number, answer “Yes” or “No” if you have received LIHEAP within the last 12 months, and daytime phone number and alternate phone number (if applicable).
<b>2</b>	List total number of people in household according to age.
<b>3</b>	Include all income of each household member. You may choose to use household income during the last 12 months, 90 days, or 30 days. Caseworker will convert to a yearly amount.  <b>Attach copies of all household proof of income to this application.</b> (Example: pay stub, eligibility letter, income tax return)
<b>4</b>	List the amount you pay for mortgage, rent, or subsidized/Section 8 housing. Select type and amount paid for primary source of heat and list amount of monthly expenses. These expenses will help determine your PPL bill payment amount.  <i>Do not send copies of expenses.</i>
<b>5</b>	Sign and date application.
<b>6</b>	<b>You must complete all information to qualify for OnTrack. Include all sources of income and provide proof. Attach proof of income to this application and mail in the self-addressed envelope.</b>

**Mail to:**

**Schuylkill Community Action  
Attention: OnTrack  
225 N. Centre Street  
Pottsville, PA 17901**

**Phone Number: 570-622-1995**