Wyoming Department of Family Services

WYOMING LOW INCOME ENERGY ASSISTANCE PROGRAM (LIEAP)

APPLICATION GUIDE FOR 2026/2027 SEASON

[UPDATED SEPT. 8, 2026]

STEP 1: GATHER DOCUMENTS AND INFORMATION NEEDED.

Gather all necessary documents and information before starting your application to ensure the process is quick and efficient.

Personal Identification & Household Information

Mandatory for all applicants

- **Proof of Identity:** Collect a valid ID for every person living in your home (e.g., driver's license, birth certificate, social security card). This verifies who lives in the household.
- **Household Member Details:** Write down the full name, birth date, relationship to you, phone number, and email address for everyone residing in the home.
- **Authorized Representative ID:** If someone else is applying on your behalf (who does not live with you), you must have a digital copy of their ID ready to upload.

Income Documentation

Mandatory for all working household members

- **Recent Pay Stubs:** Gather the three (3) most recent consecutive pay stubs for every working member of the household.
- **Social Security Award Letter:** If applicable, locate your award letter from the Social Security Administration for the current calendar year to verify benefits.

Utility & Housing Information

Mandatory for all applicants

- **Heating and Electric Bill Statements:** A recent copy of your main heating bill and electric bill showing your name, service address, and account number. If the utility bill is not in your name, you will need to explain why, and provide the name of the person who is on the bill.
- **Housing Type Details:** Know your specific housing situation (rent vs. own, type of structure) to answer questions about your living arrangement.

Special Situation Forms

Required only if applicable to your specific situation. All are available on mylieapwyo.org.

- **Employer Statement:** If you do not have three consecutive pay stubs, your employer will need to complete the Employer Statement form.
- **Zero Income Declaration:** If there is no income in the household, you will need to complete the Self Declaration of Zero Income form and provide an explanation for how household needs and bills are currently being paid.
- **Self Employment Statement:** For self-employed individuals, if you have not filed taxes for the last year, complete the Self Employment Statement to verify income.
- **Statement of Incapacity:** Required if a household member between the ages of 18-49 has a medical condition affecting employment. This document must be completed and signed by a medical professional.
- **Rental Verification:** If you rent your home, you will need to submit the Rental Verification form once it has been completed and signed by your landlord.
- **RV/Camper Form:** If you live in a permanently parked RV, Fifth Wheel, or Camper, complete the Self Declaration of Permanently Parked RV form.
- **Work Registration:** If you are between the ages of 18 and 49, you may need the Work Registration Agreement form depending on your employment status. This form must be signed and dated by the Wyoming Department of Workforce Services.

Technical Preparation

Recommended for a smoother application experience

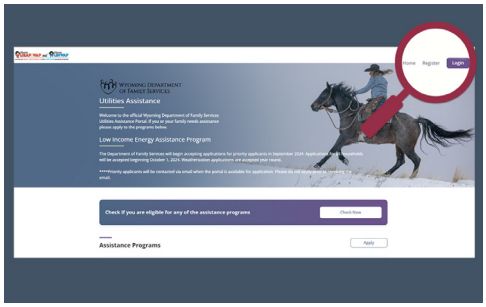
- **Digital Copies:** Ensure all documents are saved as PDF, PNG, or JPG files.
- **File Size Check:** Verify that each file is under 8 MB to prevent upload errors.
- **Camera/Phone:** If applying via a mobile device, you can use your device's camera to take photos of documents directly within the application portal.

STEP 2: LOG IN OR REGISTER.

1. **Access the Application Portal:** Visit mylieapwyo.org and click the red "APPLY NOW" button.

2. **Log In:** If you have an existing account, click the purple "LOGIN" button. In the pop-up box, enter your email and password, check the "I AM NOT A ROBOT" box, and click "LOGIN.

*** **New Users Must Register:** If you do not already have an account with LIEAP, HAF, or ERAP, click on the button "REGISTER" to begin the process. [Please read the Registration Guide at mylieapwyo.org.]



TROUBLESHOOTING TIPS:

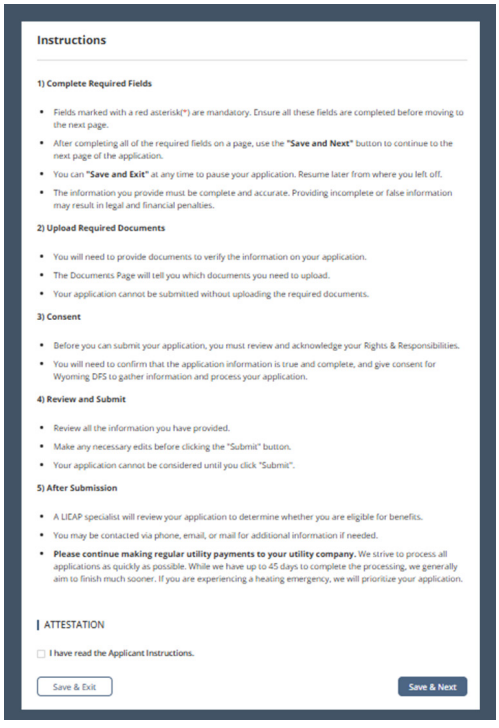
- **Forgot Password or Username?** Use the "FORGOT USERNAME?" or "FORGOT PASSWORD?" links on the login page.
- **New email?** If your email address has changed, please call us at (800) 246-4221.
- **Questions?** Call (800) 246-4221 for application assistance. Or visit the FAQ Section at mylieapwyo.org.

APPLICATION TIPS

Follow the application as prompted. Please complete all required fields as designated by the red asterisk and click "SAVE AND NEXT" or "SAVE AND EXIT" at the bottom of each screen.

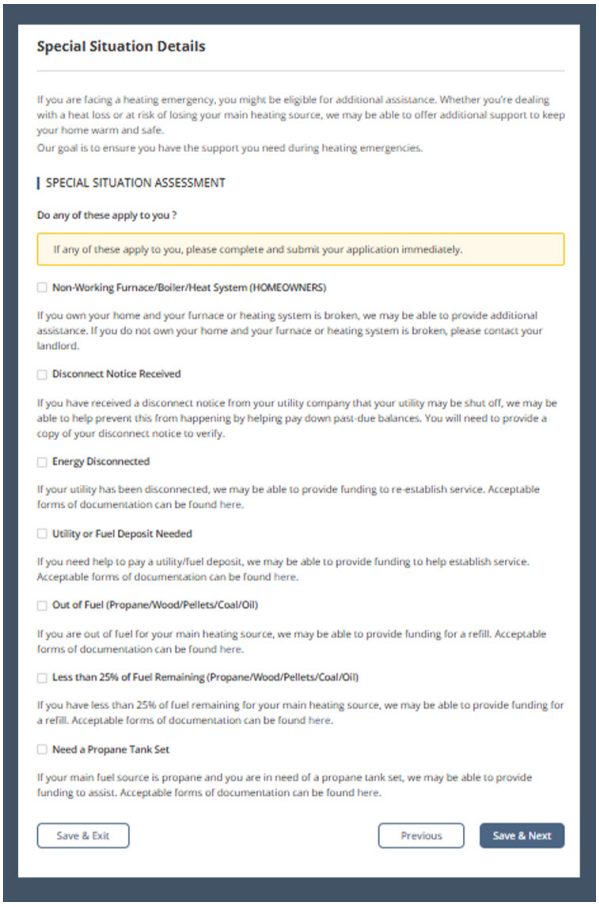
STEP 3: READ INSTRUCTIONS.

Carefully read the application instructions. At the end, confirm by clicking "I HAVE READ THE APPLICATION INSTRUCTIONS."



STEP 4: SPECIAL SITUATION ASSESSMENT.

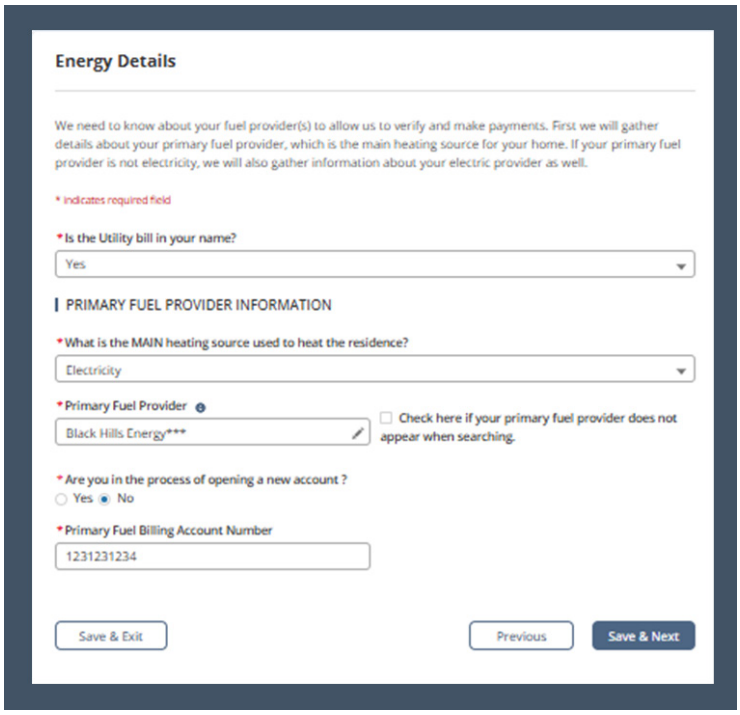
If you are facing a heating emergency, you may qualify for emergency assistance. Select any emergency situations that apply, such as a broken furnace, disconnection notice, or being out of fuel.



STEP 5: PROVIDE DETAILS ABOUT YOUR FUEL PROVIDER.

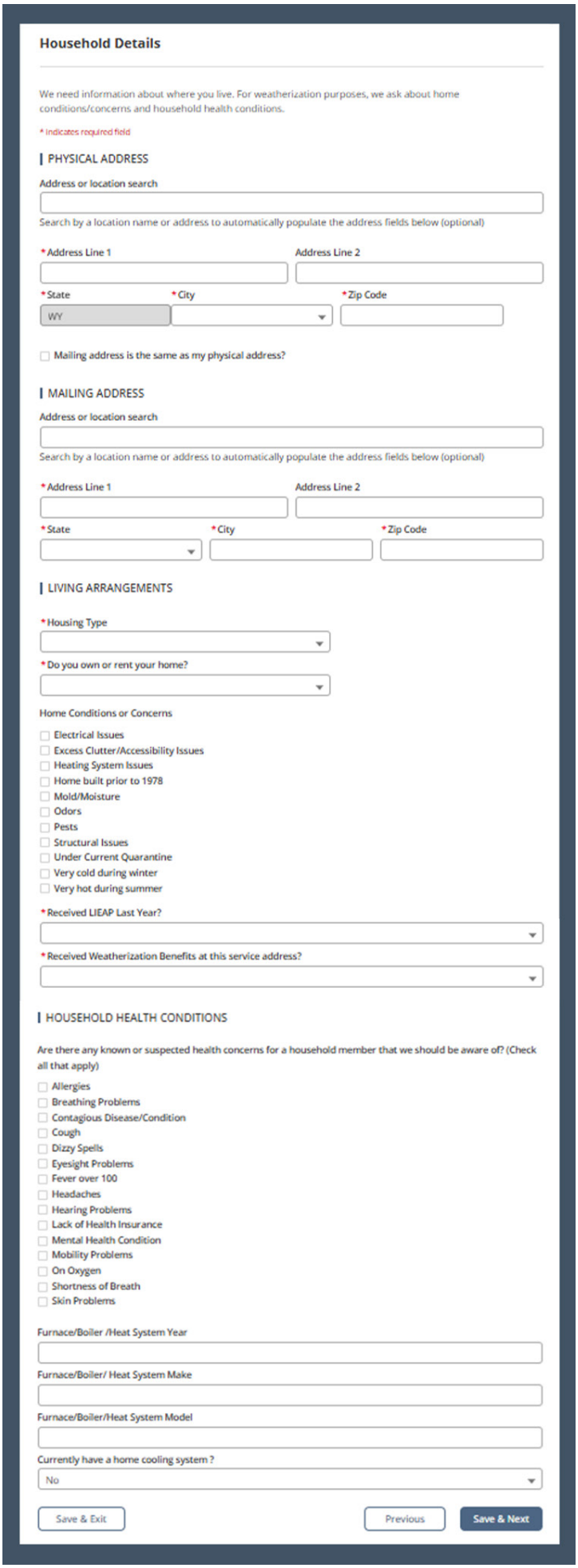
Under the Energy Details Section, provide details about your primary heating source to process payments.

- **Primary Fuel:** Tell us the main source of heat for your home (e.g., natural gas, propane, electricity).
- **Account Details:** Provide the name of your fuel provider and your account number. If electricity is not your primary heat source, we will also need your fuel provider's details.



STEP 6: PROVIDE DETAILS ABOUT YOUR HOUSEHOLD.

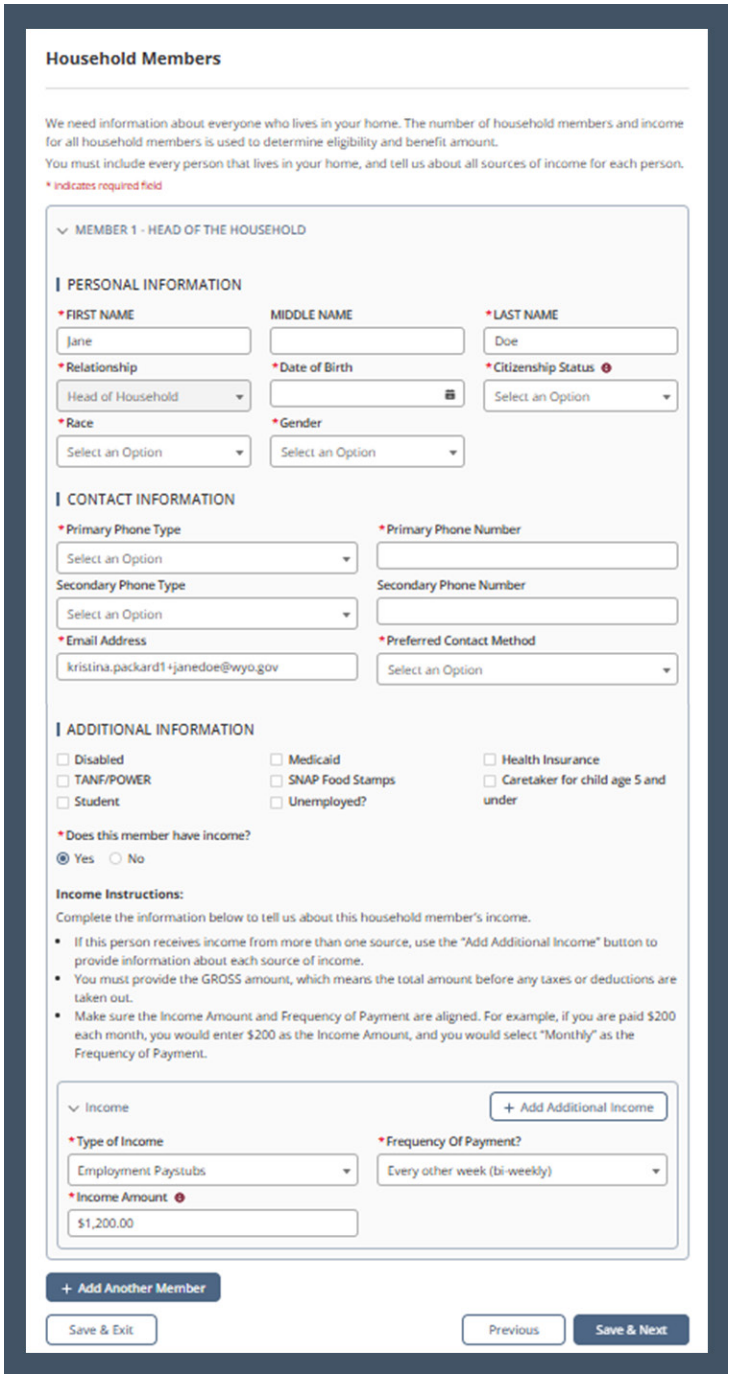
Under the Household Details Section, provide information about where you live: including your address, type of housing, and whether you rent. We also ask about the condition of your home and any household health concerns to see if you qualify for weatherization improvements. This includes information about your furnace, boiler or heating system, including year, make, and model. [See the graphic to the right for more details.}



STEP 7: PROVIDE INFORMATION ON ALL HOUSEHOLD MEMBERS.

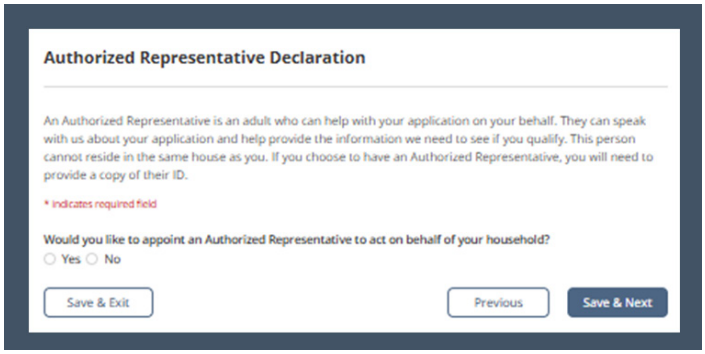
Under the Household Members Section, list everyone living in your home. This information is crucial for determining your eligibility and benefit amount.

- **Who to Include:** Every person residing in the home.
- **Details Needed:** Name, birth date, relationship to you, phone number, email, and demographics.
- **Income:** You must report **all** income sources, frequency of payment, and amounts for each household member.



STEP 8: INDICATE IF YOU HAVE AN AUTHORIZED REPRESENTATIVE.

If you would like someone to act on your behalf regarding your application, you can designate an Authorized Representative. This person cannot live in the same house as you. You will need to upload a copy of their ID.



STEP 9: UPLOAD REQUIRED DOCUMENTS.

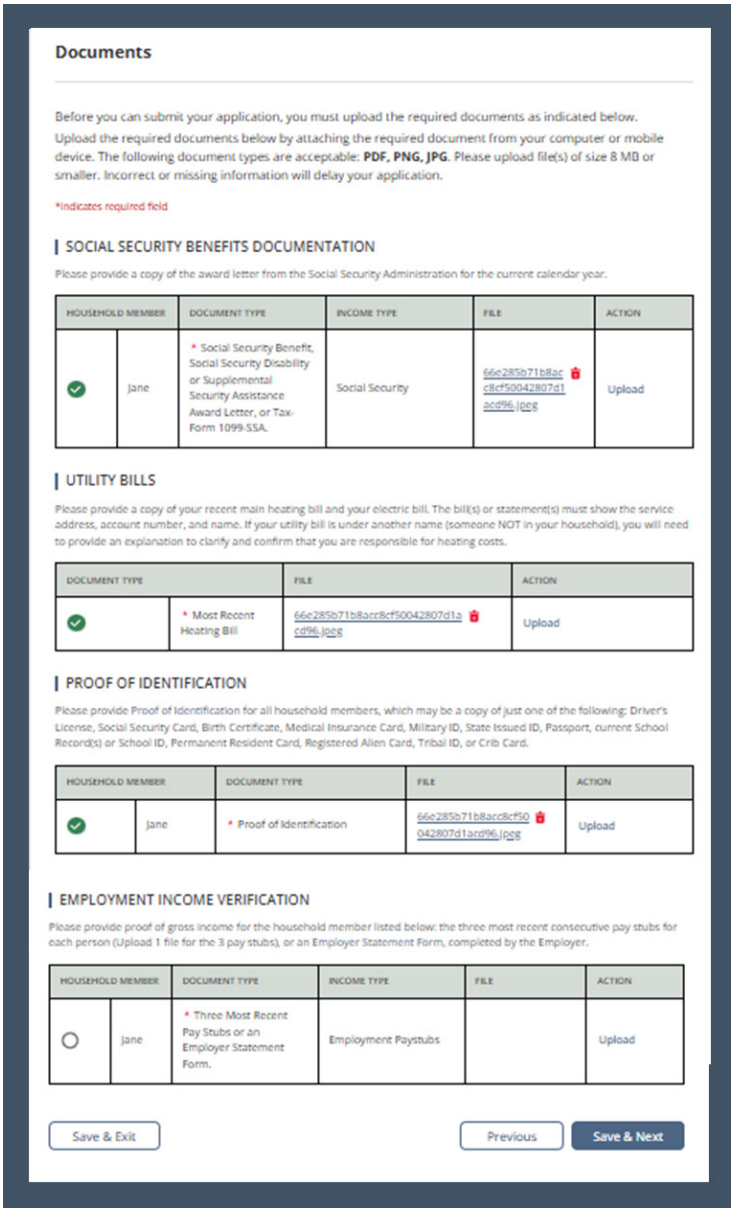
You must upload digital copies (PDF, PNG, or JPG) of the following documents to complete your application. Files must be under 8 MB. [See next page for graphic.]

- **Utility Bills:** Recent copies of your main heating bill and electric bill statements showing your name, service address, and account number.
- **Proof of Identity:** A valid ID for all household members (e.g., driver's license, birth certificate, social security card).
- **Proof of Income:** The three most recent consecutive pay stubs for each working household member or a completed Employers Statement, found at mylieapwyo.org.
- **Social Security Benefits Documentation:** Please provide a copy of the award letter from the Social Security administration for the current calendar

OTHER DOCUMENTS

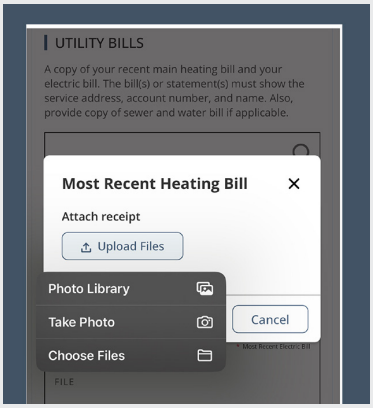
Depending upon your situation, you may be asked to provide one of these documents. These are available at mylieapwyo.org.

- Employers Statement
- Self Employment Statement
- Self Declaration of Zero Income form
- Work Registration Agreement form
- Rental Verification & Agreement form
- Statement of Incapacity
- Self Declaration of Permanently Parked RV, Fifth Wheel or Camper with a Physical Address form
- Authorized Representative Release Form



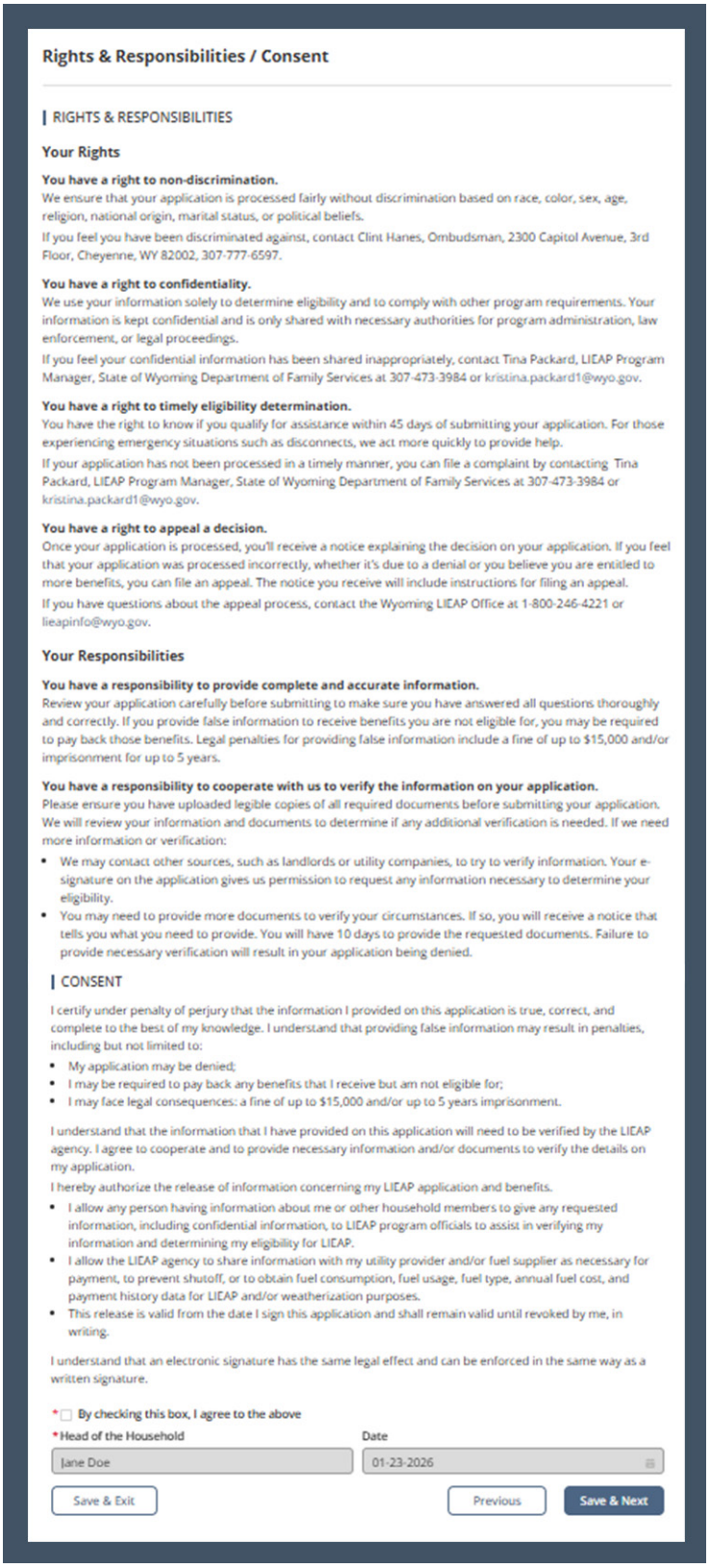
UPLOADING TIP

When adding a document, a pop-up window will give you three options: PHOTO LIBRARY, TAKE A PHOTO, or CHOOSE FILES. This allows you to take photos of documents on your mobile device and upload them.



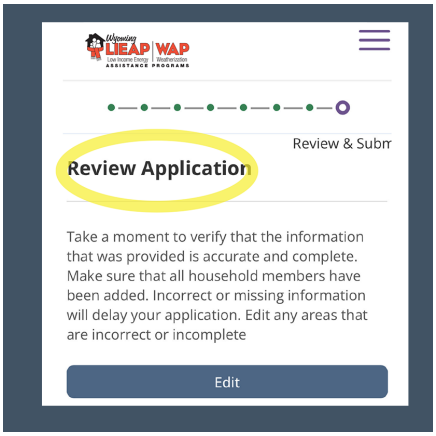
STEP 10: REVIEW RIGHTS & RESPONSIBILITIES AND GIVE CONSENT.

Read the Rights & Responsibilities Section carefully. You will need to confirm that the application information is true and complete, and give consent for Wyoming DFS to gather information and process your application.



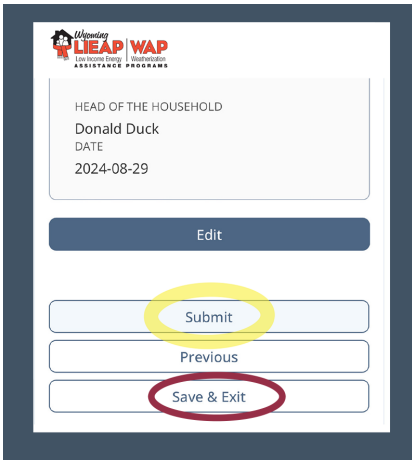
STEP 11: REVIEW.

Double-check your entire application for accuracy. Ensure all household members are listed and all documents are attached. **Incorrect or missing information will delay your application.**



STEP 12: SAVE OR SUBMIT.

Scroll to the bottom of the page and click "SUBMIT." You can also click "SAVE & EXIT" if you need to finish later.



WHAT HAPPENS NEXT?

PAY YOUR UTILITY BILLS

Please continue making regular utility payments to your fuel provider.

PROCESSING

It is essential that you complete the entire application and answer all questions as well as attach all requested information. If you fail to do this, your application will be delayed because LIEAP will have to send you a letter(s) to request this information which typically causes delays in case processing times. Non-emergency applications are processed within 45 days.

CHECKING YOUR STATUS

Please login to the application portal to view the status of your application. Your dashboard will show if you are missing any information. If you still have questions, please contact 1-800-246-4221.

NOTIFICATION OF DECISION

You will receive a decision via email or mail explaining:

- Whether your application was approved or denied.
- The total benefit amount you will receive (if approved).
- Which utility or fuel provider will receive the payment on your behalf.

PAYMENT

Approved benefits are paid directly to your fuel provider, not to you. Once your application is approved, your benefits are secured. If you don't see the credit immediately on your utility account, don't panic—the system is simply waiting on the invoicing process. Here is how the payment flow works:

- **Approval:** LIEAP notifies your utility or fuel provider that you have been approved for a specific amount.
- **Invoicing:** Your provider sends an invoice to the LIEAP office.
- **Payment:** LIEAP sends the payment to your provider, and they apply it as a credit to your account.

IF DENIED

Did you receive a denial from LIEAP? If your application was denied for failure to provide the requested verifications or if your household now has less income, you may reapply. You do not need to start over from scratch. Follow this simple reapplication process explained in the Reapplication Guide available at mylieapwyo.org.

Wyoming Department of Family Services

ABOUT US

The Wyoming Department of Family Services (DFS) administers LIEAP, which is funded by a federal block grant program from the U.S. Department of Health and Human Services. DFS connects individuals and families to the resources they need to stay safe and secure where they belong at home. Learn more at dfs.wyo.gov.