

FAQS FOR LIEAP WORK REGISTRATION

Unemployed household members between the ages of 18-49 years must register.

WYOMING LOW INCOME ENERGY ASSISTANCE PROGRAM (LIEAP) - MYLIEAPWYO.ORG



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FAQs for LIEAP Work Registration

Who is required to complete a Work Registration for LIEAP?

Unemployed household members between the ages of 18 and 49 must complete a Work Registration to qualify for LIEAP (Low Income Energy Assistance Program) benefits — unless they qualify for an exemption. Registration must be completed through the Wyoming Department of Workforce Services. Applicants are required to submit a completed and signed Work Registration Agreement Form, which must also be signed and dated by a Department of Workforce Services caseworker.

How do I register for Work Registration online?

1. Register online as a job seeker at hire.wyo.gov or through your local Workforce Center ([Click here for locations](#)).
2. Complete an active resume on the site.
3. Sign the Work Registration Agreement form, which is available to download at lieapwyo.org.
4. Have the form signed by a Department of Workforce Services Caseworker.
5. It is your responsibility to return this form back to the LIEAP office:
 - Mailing Address: PO Box 827, Cheyenne, WY 82003
 - Email: lieapinfo@wyo.gov

What if I am unable to travel to the nearest DWS office to complete the verification of workforce registration?

Call your DWS office and they will assist you.

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Do I need to submit a new Work Registration form each season?

Yes. A new Work Registration Agreement Form must be submitted every LIEAP season — even if you registered in a previous year.

Do homeschooling parents need to complete a Work Registration?

Yes. Parents who homeschool their children are still required to complete a Work Registration.

Does receiving unearned income — like Child Support or Per Capita Income — exempt me from Work Registration?

No. Applicants who receive unearned income, including Child Support or Per Capita Income, are still required to complete a Work Registration. This does not include applicants who receive Social Security Income.

What exemptions are available from LIEAP Work Registration?

Applicants who fall into any of the categories below are exempt from the Work Registration requirement. Where noted, supporting documentation must be provided to verify the exemption.

Income & Benefit-Based Exemptions

- Applicants enrolled in POWER/TANF
- Applicants receiving Unemployment Benefits or Worker's Compensation

Family & Age-Based Exemptions

- Single parents with a child aged 5 or under.

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- Households with 2+ adult Household Members and a child or children aged 5 and under, 1 adult is exempt.
- Household members age 50 and older.
- Pregnant women

Education-Based Exemptions

- **HIGH SCHOOL:** Household members aged 18 and over who are attending high school. Proof of good standing in school is required. This includes: a current report card, registration information, and a statement from/contact with school authorities.
- **FULL-TIME COLLEGE:** College students attending college full-time. Includes students enrolled in Training Programs (i.e. Wyoming Technical Institute, Workforce Innovation and Opportunity Act (WIOA), and certain Employment and Training (E&T) programs which include education). Proof of full-time college registration is required. This includes: at least 12 credit hours per semester are required to be considered a full-time college student; current class schedule; statement from/contact with school authorities; and registration information.

Citizenship-Based Exemptions

- Non-US Citizens

Medical Disability Exemptions

Persons with a verified medical disability that prevents them from working.

- **The applicant must submit the LIEAP Statement of Incapacity Form.** This document must be completed and signed by a Licensed Physician or Psychologist. If the Medical Professional indicates that the client is “Able to work with limitations/restrictions” OR “Able to work in any capacity”, the client needs to provide a Work Registration Agreement Form.

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- **Or a written statement from the client's Physician/Psychologist stating that the client cannot work due to a medical disability** can be used in the absence of the Statement of Incapacity form. Statements must be dated within 1 year of the application submitted date.

What if I am receiving Social Security Disability — do I still need to Work Register?

No. Client(s) between the ages of 18-49 who are receiving Social Security Disability have been deemed disabled and do not need to Work Register or provide a Statement of Incapacity. Applicants who are applying for Social Security Disability must provide the LIEAP Statement of Incapacity or a written statement from a medical professional while awaiting a decision.