

**Lifeline Electric, Water & Sewer Subsidy Program for Low or Fixed Income Households**  
**Rules and Procedures**

In accordance with RPPL No. 9-46, Section 18, PPUC and the Bureau of Budget & Planning, MOF shall work together to develop rules and regulations to implement the subsidy effective 1 January 2016.

Eligibility:

- The total annual household income equals to or less than \$11,744 or \$2,936 per household member.
- Current or primary household members must have been a member of the household (resided/lived) for at least one year
- Employment housing or barracks including apartments that are part of employee benefits or staff housing are NOT eligible

Application Requirements:

1. Customer obtains application at Bureau of Budget and Planning
2. Notify Bureau of Budget and Planning within 30-days for any changes of eligibility status
  - Change in employment status for any household member
  - Change in the number of household members
  - Change in income for any of the household member
  - Change of address if applicant has moved out of the house/apartment
3. Required documents
  - List of household members with SS#, Employer, and Gross Annual Income
  - 2 most recent check stubs, SS &/or Pension Certification & Monthly Benefits Allotment
  - Copy of a Valid ID

Application Processing:

- Bureau of Budget & Planning receives applications and approves eligibility
- Bureau of Budget & Planning forwards approved applications to PPUC Business Office
- PPUC Business Office receives application, confirms account information, prepare request for account adjustment, and forward to Billing Section for processing.

Application Form:

1. Date of application
2. PPUC Existing Account Name & Number– name and account number as shown on PPUC monthly statement
3. Name of Applicant – name of responsible person for PPUC account stated in #2
4. Applicant Address – mailing address or location where monthly bill is being delivered to
5. Telephone No. – phone number of the responsible person for the PPUC account
6. Number of Household Members – total number of household from the table
7. Total Household Income – total gross annual income from the table
8. Required Documents – attach required documents listed under application process #3 and include a sketch of residential area where PPUC meter is installed

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