



LYNCHEs RIVER ELECTRIC TRUST
Application Instructions

Application Deadline
for _____ Meeting
is _____

Thank you for your interest in Operation Round Up, a program that provides members with financial assistance for medical needs, shelter, food and clothing.

OPERATION ROUND UP DOES NOT PAY MEMBERS' ELECTRIC BILLS

PLEASE REVIEW THE INSTRUCTIONS BELOW BEFORE FILLING OUT YOUR APPLICATION TO ENSURE IT MEETS THE GUIDELINES ESTABLISHED BY THE LYNCHES RIVER ELECTRIC TRUST.

- You must be a cooperative member or receive electricity from Lynchess River to apply.
- If you are not a cooperative member, but receive electricity from Lynchess River, write the name of the account holder at the top of the application.
- Provide either the **account number** or the **meter number** in the space provided. These numbers can be found on your electric bill.
- The application must be filled out completely in **BLACK INK**. Incomplete applications may be delayed or possibly denied.
- The information on the application must be current, specifically the mailing address, and street address if different, and **a working phone number**.
- Include the **reason** for your request and the **amount** you are requesting.
- **DOCUMENTS VERIFYING YOUR REQUEST MUST BE PROVIDED WITH YOUR APPLICATION. Depending on your request, documents may include:**
 - written estimates for items you need to purchase, repair or build
 - a doctor's statement if your request is medically related
 - copies of bills you are asking Operation Round Up help you pay
 - statement from landlord or mortgage company if you ask for assistance with rent or house payment
- All household adults **must** be included on the application.
- The income for all household adults **must** be included.

- Three references are required. References' phone numbers must be working numbers. **References cannot be relatives, or board members or employees of the cooperative.**
- Application **must** be signed by applicant.
- **APPLICATIONS MUST BE FILLED OUT COMPLETELY. INCOMPLETE APPLICATIONS WILL BE DENIED.**

Please contact us immediately if you move or your circumstances change.

Applications are reviewed in January, March, May, July, September and November by the Lynch River Electric Trust Board. The application deadline is a minimum of two weeks prior to the next scheduled meeting, usually held the first or second week of the month. Meeting dates may be changed at the discretion of the Lynch River Electric Trust Board. Please see application deadline date above.

You will be notified after the meeting regarding the status of your application.

If you need assistance or have questions contact:

Leigh Smith at 675-3213 or 1-800-922-3486 ext. 213 or

Kevin Brownlee at 675-3210 or 1-800-922-3486- ext. 210