

# 2022 INCOME ELIGIBILITY APPLICATION GUIDELINES

If you have questions, please contact us at [homerewards@focusonenergy.com](mailto:homerewards@focusonenergy.com) or **855.339.8866**. These guidelines are effective January 1, 2022.

## Income-Qualified Eligibility

To be eligible for income-qualified incentives, you must meet all the requirements listed below.

- Must be a customer of a participating utility company. Confirm your utility participates at [focusonenergy.com/utilities](https://focusonenergy.com/utilities).
- Must live in an existing home (new construction and mobile homes are NOT eligible for insulation or air sealing; mobile homes may be eligible for incentives for replacing eligible HVAC equipment).
- At least 51% of your home must be heated with natural gas or electricity (propane/LP, oil and wood are NOT eligible for insulation or air sealing).

## Instant Eligibility

For the following programs, no income eligibility application is required. Must submit proof of enrollment or participation in one of the following offerings along with your incentive application.

- SNAP/FoodShare
- WI Energy Assistance/Home Energy Plus+
- WIC (Women, Infants, and Children)
- W2-TANF
- Homestead Tax Credit
- BadgerCare Plus
- Supplemental Security Income (SSI)
- Wisconsin Head Start
- Medicaid

## Determining Income Level

Do you meet the income guidelines?

State Median Income (SMI) Limits By Household Size (2022) Household Income

Upper Limit: 80% SMI											
Household Size	1	2	3	4	5	6	7	8	9	10	11
Annual Income	\$41,471	\$54,231	\$66,991	\$79,751	\$92,511	\$105,271	\$107,664	\$110,056	\$112,448	\$114,842	\$117,234
One-Month Income	\$3,456	\$4,519	\$5,583	\$6,646	\$7,709	\$8,773	\$8,972	\$9,171	\$9,371	\$9,570	\$9,769

## Terms and Conditions

Read Focus on Energy's Terms and Conditions and Eligibility Declaration Statements at [focusonenergy.com/terms](https://focusonenergy.com/terms). Contact us at **855.339.8866** if you have any questions.

By submitting the income eligibility application, the applicant(s) hereby certifies that they have read, agree to, and have met all terms and conditions and Focus on Energy qualifications as outlined in the application and guidelines.

- Focus on Energy is not responsible for items (i.e., income eligibility applications, supporting documentation, incentive checks) lost or damaged in the mail.
- The applicant may be required to provide proof of any information on this application. Giving false information will invalidate this application, require the return of any incentives received, and could possibly subject the applicant to criminal prosecution.
- Applicant submitting an application who has not received approval for income-qualified incentives assumes all risk, as they may not be approved for income-qualified incentives and is therefore ineligible for Focus on Energy incentives listed on the application.
- Income eligibility approval does not guarantee payment of an incentive. Applicants must meet all requirements to be eligible for Focus on Energy incentives.
- All installations are subject to verification inspection by Focus on Energy to ensure the measures were installed properly. Residents must allow, if requested, a Focus on Energy representative reasonable access to the home to verify installed measures.
- The applicant can receive one incentive for each piece of heating equipment installed. Similarly, incentives can only be paid to one person or entity (i.e., either the resident or Trade Ally contractor, not both).
- The applicant further certifies that all of the information contained in the income eligibility application and supporting documentation is complete, true, and correct, and all household income has been fully disclosed.



**Apply online for faster processing:**  
[focusonenergy.com/income](https://focusonenergy.com/income)

**Or email scanned application and supporting documents to:**  
[homerewards@focusonenergy.com](mailto:homerewards@focusonenergy.com)

**Or mail to:** Focus on Energy Income Eligibility, 3113 W. Beltline Hwy., Suite 201, Madison, WI 53713

**Questions:** 855.339.8866

Income Type	Income Type Description	Accepted Income Support Documents
Alimony Received	Payment(s) received from a former spouse.	<ul style="list-style-type: none"> <li>• Check stubs</li> <li>• Copy of agreement/divorce papers (include only the section where the amount to be paid is stated)</li> </ul>
Child Support	Child support money received is counted toward your income. Child support money paid is deducted from your income.	<ul style="list-style-type: none"> <li>• Statement from child support office</li> <li>• Check stubs</li> <li>• Order from the court</li> <li>• Bank statements</li> </ul>
SSI Caretaker Supplement	Payments received from Social Security for taking care of disabled.	<ul style="list-style-type: none"> <li>• Award letter</li> <li>• Tax Form 1099</li> </ul>
Disability Long Term or Short Term	Payments made by an employer or insurance company for a disability or medical condition (long term or short term).	<ul style="list-style-type: none"> <li>• Award letter</li> <li>• Check stub/payment receipt</li> <li>• Tax Form 1099</li> </ul>
Dividends/Interest/Royalties*	Money that is received/earned in any of the 12 months prior to application in excess of \$120 and a household member has access to withdraw the money without penalty. (Examples of interest that might be accessible: IRAs, CDs, etc.)	<ul style="list-style-type: none"> <li>• Check stub/payment receipt</li> <li>• Tax Form 1099</li> <li>• Copy of recent taxes</li> <li>• Statements from companies paying dividends</li> </ul>
Farm Income*	Net income earned from farming; zero out losses.	<ul style="list-style-type: none"> <li>• 1040 Schedule 1 and Schedule F</li> <li>• 12 months of income and expenses</li> </ul>
Gambling/Lottery/Bingo	All income received from gambling, lottery, or bingo activities. Do not deduct losses.	<ul style="list-style-type: none"> <li>• Tax Form 1040 Schedule 1</li> <li>• Form W-2G</li> </ul>
Land Contract Payment**	Provide only the interest received from the land contract payment.	<ul style="list-style-type: none"> <li>• Use the amortization chart from the agreement, or the amount from the 1099 listed on the most recent tax form divided by 12</li> </ul>
Other	Any other income received that is not listed in the table. Enter the type of income in the source field. Please attach a separate sheet describing the income.	<ul style="list-style-type: none"> <li>• Award letter</li> <li>• Statement showing the amount of income received</li> <li>• Check stub/payment receipt</li> </ul>
Pensions, Annuities and IRAs	These payments are scheduled and paid on a regular basis. For pension or annuities paid on a monthly basis enter the amount paid each month. For those paid on a quarterly or other basis, enter the average monthly amount. We take the gross amount and do not deduct Medicare.	<ul style="list-style-type: none"> <li>• Pension check stubs</li> <li>• Statements attached to the pension checks</li> <li>• Tax Form 1099</li> <li>• Award letter or statement of benefits</li> </ul>
Rental Income*	Net income received from rental purposes.	<ul style="list-style-type: none"> <li>• 1040 Schedule 1 and Schedule E</li> <li>• 12 months of income and expenses (rental receipts)</li> <li>• Copy of lease (if annual documents unavailable)</li> </ul>
Self-Employment*	The annual income from self-employment reported on the self-owned business's tax forms. The net annual amount is divided by 12 to get a monthly amount.	<ul style="list-style-type: none"> <li>• 1040 Schedule 1 and Schedule C</li> <li>• 12 months of income and expenses</li> <li>• Self-Employment Income Report Form (SEIRF). Available at <a href="http://focusonenergy.com/income">focusonenergy.com/income</a></li> </ul>
Social Security	Gross income received from Social Security because you or your spouse is retired. Medicare Part B (Medicare medical insurance) will not be included in your gross income.	<ul style="list-style-type: none"> <li>• Award letter</li> <li>• Tax Form 1099</li> </ul>
Social Security Disability Income	Income received from Social Security for long-term disability. This amount includes the Social Security survivor's benefits and ancillary benefits paid to children because of a deceased or disabled parent.	<ul style="list-style-type: none"> <li>• Award letter</li> <li>• Tax Form 1099</li> </ul>
Tribal per Capita*	Tribal per capita gross amounts received in the 12 months prior to application or during the previous tax year, less the first \$2,000 received by the applicant in the same 12 months or the same tax year.	<ul style="list-style-type: none"> <li>• Distribution notice</li> </ul>
Unemployment Compensation***	Payments received as part of unemployment benefits.	<ul style="list-style-type: none"> <li>• Unemployment Office Statement</li> <li>• Check stub/payment receipt</li> <li>• 1099-G</li> </ul>
Veterans Benefits	Income from VA Compensation, VA Pension, Retired Military Compensation, or Dependency and Indemnity Compensation (DIC).	<ul style="list-style-type: none"> <li>• Statement of benefits letter</li> <li>• Income Amount Statement</li> </ul>
Wages and Tips***	All gross wages and tip income received in the one month prior to the application month. If the primary source of income for an individual is considered seasonal, see *** note below chart for documents needed.	<ul style="list-style-type: none"> <li>• Pay stubs</li> <li>• Pay statements</li> <li>• NOTE: If paid bi-weekly attach 2-3 pay statements. If paid weekly, attach 4-5 pay statements.</li> <li>• W-2</li> </ul>
Workers Compensation	Money received as an insurance benefit paid to an employee to replace wage income lost due to an injury in a work-related incident. NOTE: Wage income for individuals under the age of 18 and those that are 18 and older currently enrolled in high school is not entered as counted household income.	<ul style="list-style-type: none"> <li>• W-2</li> <li>• Pay statements or stubs</li> <li>• NOTE: If paid bi-weekly, attach 2-3 statements. If paid weekly, attach 4-5 pay statements.</li> </ul>
Zero Income for Household	For cases when a household is reporting zero income. Required explanation of how household is meeting basic living expenses.	<ul style="list-style-type: none"> <li>• Zero Income Form. Available at <a href="http://focusonenergy.com/income">focusonenergy.com/income</a>.</li> </ul>

\* This income type is based on the average of the prior 12 months of income. A copy of tax records and IRS Form 1099 must be provided.

\*\* Only the interest income received is counted. A copy of the amortization schedule or the IRS Form 1099 issued for tax purposes must be provided.

\*\*\* If the household member is a seasonal employee (a person who's main source of income is inconsistent throughout the calendar year) the annual income must be provided for both wages and unemployment compensation received in the prior tax year. Copies of IRS Form 1040, IRS Form W-2, and IRS Form 1099 must be provided. Additional income information may be requested, call 855.339.8866 if you have questions.