

WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP) AFFIDAVIT OF LOST, DESTROYED OR STOLEN BENEFITS

SECTION 1 – Agency completes Section 1 before applicant completes Section 2.		
County:	Application Number:	Check Number:
Check Issued Date:	Check Amount:	Voucher Number:
Applicant name as it appears on the application:		
First:	Middle:	Last:

SECTION 2 – Applicant completes Section 2 and signs the affidavit. Return the form to the local agency for processing.	
AFFIDAVIT	
My benefit check is missing because:	
<input type="checkbox"/> It was not received through the mail	<input type="checkbox"/> It was stolen
<input type="checkbox"/> It was received but _____	
<input type="checkbox"/> Other (specify) _____	
I certify, under penalty of criminal law, that neither any member of my family (household) nor I have received, directly or indirectly, or spent the check described as missing. I agree that if I find it or subsequently receive the missing check, I will return it to the agency where I applied for Energy Assistance. This information is true and complete to the best of my knowledge. I understand that I may be subject to criminal penalties if any part of the above information is false.	
Signature of WHEAP Applicant, Guardian, or Authorized Representative:	Date:
Current Address:	Telephone:

Section 3 – Agency processes the affidavit after applicant completes and signs the form. Copy of affidavit is given to applicant.	
Signature of Agency Worker:	Date:
<input type="checkbox"/> Sent required email to the Division requesting the stop payment. Email sent: _____ (mm/dd/yy)	
Agency actions - recording the outcome on the section below is optional	
Outcome of check tracer:	
<input type="checkbox"/> Copy of cashed/cancelled check sent to applicant	
or	
<input type="checkbox"/> Replacement check issued	<input type="checkbox"/> Client notified on _____ (mm/dd/yy)
<input type="checkbox"/> Applicant photo ID verified	<input type="checkbox"/> Replacement check provided on _____ (mm/dd/yy)
<input type="checkbox"/> Notes added to the HE+ system	
<input type="checkbox"/> Retain the completed and signed check affidavit in the applicant's file	

