

# **Eligibility Guidelines for the New Jersey American Water Universal Affordability Discount Program**

## **About the Program**

New Jersey American Water and SHARES have partnered to provide a program to help New Jersey households afford their water and/or wastewater bill. Eligibility is based on household size and income. Customers can qualify for a discount ranging from 15%-60% on the fixed service charge and usage of their water and/or wastewater bill through the Universal Affordability Discount Program, provided they have a residential account with New Jersey American Water and have a household income that is below 200% of the Federal Poverty Level.

## **Eligibility Guidelines**

### **Households MUST:**

- Have an active residential account with New Jersey American Water.
- Reside at the service address listed on the utility bill.
- Be experiencing a temporary financial crisis, such as a job loss or illness.

### **Households MAY:**

- Receive a tiered discount ranging from 15%-60% on their monthly fixed service charge and usage of water and/or wastewater
  - The tiers are as follows:
    - Customers who have income within 0-50% of FPL are Tier 1 and will receive a 60% discount.
    - Customers who have income within 51-100% of FPL are Tier 2 will receive a 45% discount.
    - Customers who have income within 101-150% of FPL are Tier 3 will receive a 30% discount.
    - Customers who have income within 151-200% of FPL are Tier 4 will receive a 15% discount.

### **Income Eligibility:**

Household income must be at or below 200% of the Federal Poverty Level. **See charts on Page 2 and Page 3.**

## New Jersey American Water Universal Affordability Discount Program

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#### Tier 1 Income Guidelines

HOUSEHOLD SIZE / MAX GROSS MONTHLY  
INCOME

1 person / \$0 - \$665

2 people / \$0 - \$902

3 people / \$0 - \$1,138

4 people / \$0 - \$1,375

5 people / \$0 - \$1,612

6 people / \$0 - \$1,848

7 people / \$0 - \$2,085

8 people / \$0 - \$2,322

For households greater than 8 people,  
add \$237 per additional person

### New Jersey American Water Universal Affordability Discount Program

#### Tier 2 Income Guidelines

HOUSEHOLD SIZE / MAX GROSS MONTHLY  
INCOME

1 person / \$666 - \$1,330

2 people / \$903 - \$1,803

3 people / \$1,139 - \$2,277

4 people / \$1,376 - \$2,750

5 people / \$1,613 - \$3,223

6 people / \$1,849 - \$3,697

7 people / \$2,086 - \$4,170

8 people / \$2,323 - \$4,643

For households greater than 8 people,  
add \$473 per additional person

New Jersey American Water  
Universal Affordability Discount  
Program

Tier 3 Income Guidelines

HOUSEHOLD SIZE / MAX GROSS MONTHLY  
INCOME

1 person / \$1,331 - \$1,995

2 people / \$1,804 - \$2,705

3 people / \$2,278 - \$3,415

4 people / \$2,751 - \$4,125

5 people / \$3,224 - \$4,835

6 people / \$3,698 - \$5,545

7 people / \$4,171 - \$6,255

8 people / \$4,644 - \$6,965

For households greater than 8 people,  
add \$710 per additional person

New Jersey American Water  
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Tier 4 Income Guidelines

HOUSEHOLD SIZE / MAX GROSS MONTHLY  
INCOME

1 person / \$1,996 - \$2,660

2 people / \$2,706 - \$3,607

3 people / \$3,416 - \$4,553

4 people / \$4,126 - \$5,500

5 people / \$4,836 - \$6,447

6 people / \$5,546 - \$7,393

7 people / \$6,256 - \$8,340

8 people / \$6,966 - \$9,287

For households greater than 8 people,  
add \$947 per additional person

# **New Jersey American Water Universal Affordability Discount Program**

## **Policies and Procedures**

### **Residence and Billing**

- NJ American Water will reject multi-dwelling account applications – no exceptions.
- Account holder and all household members must reside at the service address listed on the utility bill. A family member, spouse or significant other can apply for assistance provided they reside in the home.
  - If multiple names appear on the utility bill, and those people are either not disclosed on the application or unaccounted for as part of the household, we will require additional documentation.

## **Required Documentation**

**SHARES must receive these documents within 14 days of the application date to process an application**

### **Personal ID for the Applicant and All Household Members**

Any unexpired government issued ID. ID must be provided for the applicant and all household members. If an adult (18 and older) household member's ID shows a different last name than applicant, additional proof of residency is required. If the address is listed on the ID provided and it does not match the service address, additional proof of residency is required.

### **Proof of Residency**

If any documentation provided throughout the application process includes an address that does not match the service address, further proof of residency will be required. To prove residency, additional documentation dated within 30 days of the application date showing name and address must be provided.

### **Proof of Income**

Proof of the last four consecutive weeks of income from the date of the application for all household members ages 18+. Any household members ages 18+ without income should be listed on the online application or Zero Income Affirmation form, if applying with paper. Proof of income includes:

|                                                                                                                                                         |                                                                                                  |                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Paystubs</b><br>If paystubs cannot be produced: A letter signed and dated by the employer verifying paid in cash and the total gross monthly income. | <b>Self-employed:</b> Letter confirming the total gross income for the last 30 consecutive days. | <b>Unemployment:</b> Determination letter along with proof of receipt of last 30 days of unemployment benefit. |
| <b>Rental Income:</b> Current lease and rental payment receipt.                                                                                         | <b>Social Security Income:</b> Award letter for current year.                                    | <b>Pension Income:</b> Most recent check or letter verifying lifetime receipt of benefits.                     |
| <b>Workers' Compensation:</b> Current bank statements showing identified direct deposits with recipient's name and address.                             | <b>Alimony and/or Child Support:</b> Proof of payment and frequency.                             |                                                                                                                |

### **Most Recent New Jersey American Water Bill**

Provide the most recent water and/or wastewater bill to include all pages. This information is verified with New Jersey American Water.

**Completed Signed and Dated Application**

- The application must be signed and dated.
- If a volunteer, family member, or social worker is completing the application for an account holder that is elderly or disabled and unable to complete the application on their own a Power of Attorney document or letter of authorization will be required.

**Re-certification**

Account Holders will be required to re-certify every two years and will be notified by New Jersey American Water when it's time to re-certify. Please note that all required documentation for the program will need to be provided again at the time of re-certification except the current water bill.



## SUBMITTING DOCUMENTATION

**For the security of personal information, we highly discourage emailing or faxing any personal documentation. The most effective method of submitting documentation is to upload it directly to your SHARES application as follows:**

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1. Go to <https://apply.sharesnation.org>.
  2. The login section is on the left side of the screen, enter your email address. (Be sure to use the same email address as you used to submit the application.) Click Login to receive an email from SHARES.
  3. Check your email (including your junk or spam folder if the email is not received within a couple of minutes) and click on the blue box "Login".
  4. Open the current application and upload documents by clicking on the buttons +Choose File or +Add Another File.
  5. Once all the required documentation is uploaded, a blue box labeled "**Finish Uploading Documents**" will start flashing and wiggling. Click on it to complete the upload. **\*\*VERY IMPORTANT\*\*** If it is not clicked, your documentation is considered incomplete, and your application may automatically get rejected.
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**For those who do not have access to a phone/computer and email, you can mail the documentation by sending it to the address below. Please note, mailing documents will cause a delay in the processing of your application.**

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**SHARES**  
203 Main St., Suite B  
PMB #396  
Flemington, NJ 08822



## CHECKING YOUR SHARES APPLICATION STATUS

**You do not have to call us to find out the application status. You can check the status of your application anytime which is updated in real time by following the below steps. We will contact you via phone, text, or email if any documents are required. Kindly reply appropriately.**

1. Go to <https://apply.sharesnation.org>.
2. In the login area on the left side of the screen, enter your email address. (Be sure to use the same email address as you used to submit the application.) Click Login to receive an email from SHARES.
3. Check your email (including your junk or spam folder if the email is not received within a couple of minutes) and click on the blue box “Login”.
4. Your application will have one of the following statuses before the final approval or rejection.

| STATUS                       | MEANING                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SUBMITTED                    | This is the initial status when an application is sent to SHARES and has not been reviewed by the processing team. When application volume is high it can take some time for applications to be reviewed.                                                                                                                                                            |
| CURRENTLY UNAVAILABLE        | This status indicates the grant was not available at the time of submission. If applying for multiple grants, there may be different statuses depending on availability – grants available will show as “Submitted”, while grants not available will show as “Currently Unavailable.” We encourage you to keep trying as availability fluctuates throughout the day. |
| SUBMITTED - DOCS REQUESTED   | The application and documentation have been reviewed, and further information/documentation is required for our staff to continue reviewing the application. The request is sent via email, text and/or phone.                                                                                                                                                       |
| SUBMITTED – CLIENT RESPONDED | The applicant has uploaded the requested documentation and clicked on the “ <b>Finish Uploading Documents</b> ” button. This is an indication to our staff that the required information/documentation has been uploaded and ready for review.                                                                                                                       |

|                                     |                                                                                                                                                                                                                                                                  |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PENDING                             | All documentation has been received and needs to be reviewed by a second staff member before sending the account information to the utility company and/or creditor.                                                                                             |
| INFORMATION REQUESTED FROM UTILITY  | Applicant has applied for utility assistance; the staff has sent the account information to the utility company to be verified.                                                                                                                                  |
| INFORMATION REQUESTED FROM CREDITOR | Applicant has applied for rent, mortgage or property tax assistance; the staff has sent the account information to be verified by the landlord, mortgage company or property tax agency.                                                                         |
| UTILITY REVIEW IS COMPLETED         | The account information has been reviewed by the utility company and sent back to SHARES for next steps.                                                                                                                                                         |
| AWAITING MEDICAL NOTE               | The utility company has verified that they do not have an active medical note on file. A doctor's note verifying electric-powered medical equipment is used in the household must be provided to the UTILITY COMPANY.                                            |
| BALANCE UNDER \$100                 | The utility company has indicated that the balance due on the account is below \$100. A decision to accept the grant by the applicant is required to be made within three days of our request. If no response is received, we move forward with the grant as is. |
| BALANCE UNDER \$30                  | The utility company has indicated that the balance due on the account is below \$30. A decision to accept the grant by the applicant is required to be made within three days of our request. If no response is received, we move forward with the grant as is.  |
| FINAL REVIEW                        | Applicant has applied for rent, mortgage or property tax assistance. All documentation has been received from all parties. Final housing information will be verified. A final review is the final step to determine if the application is approved or denied.   |