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### **What is the Weatherization Assistance Program (WAP)?**

The Weatherization Assistance Program is a federally funded program that helps low-income households reduce their energy consumption and costs by providing energy efficiency measures and education.

### **Who is eligible for the WAP?**

The program is eligible for low-income households, particularly those with elderly members, households that receive NJ Snap, WorkFirst NJ, Adoption Subsidy, SSI (Supplemental Security Income), or Home Energy Assistance (LIHEAP), and households that meet certain income guidelines. Priority is given to households with the highest energy burden, which is the percentage of household income spent on energy costs.

### **What services does the WAP provide?**

The program provides various energy efficiency measures, including but not limited to:

- Energy audits to identify areas of energy waste and provide recommendations for improvement
- Installation of energy-efficient measures such as insulation, windows, and doors
- Repair or replacement of inefficient heating systems
- Installation of storm windows and doors
- Weatherstripping and caulking to seal air leaks
- Installation of smoke detectors and carbon monoxide detectors
- Energy education and counseling to help households reduce their energy consumption

### **Is there a cost for the WAP services?**

No, the WAP services are provided at no cost to eligible households, as the program is funded by the US Department of Energy and the New Jersey Department of Community Affairs.

### **How long does the Weatherization (WAP) program process take?**

The weatherization process can take several months, depending on the complexity of the work required and the funding availability.

### **Will the Weatherization (WAP) program help me with my energy bills?**

Yes, the WAP can help reduce your energy bills by installing energy-efficient measures and providing education on how to reduce energy consumption.

### **Is the WAP only available for homeowners?**

No, the program is also available for renters if the landlord agrees to participate and allows the installation of energy-efficient measures.

### **Can the WAP help me with energy-efficient appliances?**

Yes, the program may provide eligible households with energy-efficient appliances.

### **How do I know if my home is energy-efficient?**

An energy audit, which is provided by the WAP, can help identify areas of energy waste and provide recommendations for improvement.

### **How can I reduce my energy consumption?**

There are several ways to reduce energy consumption, such as turning off lights and appliances when not in use, using energy-efficient light bulbs, and adjusting thermostat settings. The WAP can also provide education and counseling on energy-saving strategies.

### **Are there any required documents I need to submit along with my application?**

Yes, here's a summary of the documents you may need to submit with your application.



## Weatherization Program FAQs

### Proof of Identification/Citizenship:

1. Social Security Cards, Medicare Card, or any Federal Form with SSN – copies of all persons in your household.
2. If no Social Security Card, you must complete certification of no social security form.

### Proof of Income:

1. 1099 tax form, 1040 tax form, bank statement, child support letter/printout, client statement, county welfare agency (CWA/ board of social services letter), court order, department of labor letter, distribution statement, DYFS pay stub, employer letter with company letterhead (gross income), employer notarized statement, financial institution statement, food stamp/TANF award letter, investments company statement, pay stub, pension fund verification, schedule c, schedule e, school schedule, school transcript, signed letter from donor with contribution amount and frequency, signed letter from family with contribution and frequency, SSD/SSI/SSA verification, unemployment statement, v.a. benefit letter, w2, zero income statement

### Most Recent Utility Bill:

1. Current gas/electric or oil bill. ALL PAGES ARE NEEDED. If oil bill, three most recent bills. If gas heating, client must provide consumption report for January to December of previous year from the utility company (showing dollar amount and usage)

### Copy of Tax Bill, Lease, Mortgage/Address Verification:

1. If Homeowner: provide Tax Bill or current mortgage bank statement or Deed (If Mobile Home needs DMV Title and Lease). Landlord/Tenant must fill out Weatherization Forms.
2. If Tenant: Landlord Permission form must be completed and signed.

### **How do I apply? Can I apply using my smartphone?**

Yes, you can apply using a mobile device, such as a smart phone or a tablet, or you can apply on a computer/laptop.

Navigate to the [DCAid Service Portal](#) to start your application.



## Weatherization Program FAQs

If you have created an account or applied for a program in the past, you may log in using the Login with MyNJ button.

Interested households should contact their local community agency for any questions related to the program.

If you have never applied before, use the Apply for Access button to register your name and email address on the NJ portal. After logging in to the DCAid Service Portal, you will be redirected back to begin or resume your application.

After logging in or creating an account, you will see two cards on the DCA ServiceAid portal:

*Program Qualifications Card* – Asks basic information about your current living situation.

*Program Applications Card* – Displays programs you are eligible for and allows application entry.

Complete the Program Qualifications card first. Answer the questions.

Click the Program Applications card. You should see a Weatherization card.

Note: If there is no Weatherization card displayed, this indicates that you have an existing Weatherization application. Return to the landing page and scroll down. In the 2024 Season section, look for your Weatherization application under the Weatherization Applications section. You may click the Application ID link to review your application.

If the existing application is in an Incomplete state, you may review, update, and submit your application.

To begin a new application, click the Get Started button on the Weatherization card to begin.

Enter or confirm all data required on the application steps, upload any required documents, and sign the application to finish.

**I do not have a computer, a mobile device, or internet access. I am not able to fill out the application on my own.**

Contact your local agency. An agency representative will reach out to you to assist with your application.

### **How do I access my application?**

You can apply on the [DCAid Service Portal](#). Once submitted and processed, the application is no longer available for updates, but may be reviewed.

After logging in, scroll down.

Scroll down. Check the Weatherization Applications section for any current applications.

You may see older applications in separate sections for each program.

Click the Application ID link to view your application.

After submitting the application, it will be available for you to view, read-only. It should be in a Submitted status. If you need to make updates, you will need to contact your local agency regarding your application.

### **How do I upload documentation?**

If applying on a laptop or computer, scan your documentation and upload the documentation to your laptop or computer.

In the application, you may upload your documents on the Document Upload step.

Click the Upload File button next to the document category you wish to upload.

If applying on a laptop/computer: Click the Browse button and locate the files you want to upload. Select the files to upload and click the Open button. Preview the document then click the Submit button. Note: You can only upload one file at a time.

If you are using a mobile device, you can take pictures of the documents before you apply or during the application process.

On a mobile device, if you have already taken photos of the files: select the Upload file button, select Photo Library, select the photos to upload and click the Choose link. Click the Upload button.



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On a mobile device, if you want to take a photo, select the Choose a File button, select Take Photo or Video option, take the photo, and click the Use Photo link. Click the Upload button.

### **Which household members should I include on my application?**

All household members, including the applicant, must be listed in the household member section of the application.

At a minimum, one household member, the applicant, needs to be listed in the Household Member section of the application.

### **I submitted my application, but I want to make some changes, or upload additional documentation. What can I do so can update my application?**

You may only make changes if the application has a status of "Incomplete." If you need to make changes, contact your local agency on your application.

### **How do I reset myNJ password?**

On the [myNJ login page](#), there are self-service links available to allow you to request your Login ID be sent to you, request a password reset, and to submit a helpdesk request.

### **How do I get my Login ID? I forgot it.**

On the [myNJ login page](#), there are self-service links available to allow you to request your Login ID be sent to you, request a password reset, and to submit a helpdesk request.

### **I need help logging in.**

You may request help for your myNJ account [here](#).



## Weatherization Program FAQs

### **How can I get more information about the WAP?**

Interested households can contact their local community action agency or visit the New Jersey Department of Community Affairs website for more information.

If you have any other questions related to the Weatherization (WAP) program, please [contact your local agency](#).

If you are having trouble viewing the site with Internet Explorer (IE), please try Microsoft Edge, Mozilla Firefox, or Google Chrome.