



## City and Borough of Sitka 2026 Utility Cost Subsidization Program Application

Name: \_\_\_\_\_

Service Location Address: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Account holder phone #: \_\_\_\_\_

**Program Providing Eligibility for Subsidization\*:**

**Valid through:**

- ☐ Participation in the Supplemental Nutrition Assistance Program (SNAP) \_\_\_\_\_
- ☐ Enrollment in Medicaid \_\_\_\_\_
- ☐ Participation in Baranof Island Housing Authority (BIHA) assistance program \_\_\_\_\_
- ☐ Participation in the National School Lunch Program (NSLP) \_\_\_\_\_

\*Documents must include the applicants name and provide proof of active enrollment through the application period. Please review the attached instructions for examples of accepted documents.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

*(by signing above, applicant verifies eligibility under above programs and authenticity of documentation – applicant further agrees to notify the Finance Department if eligibility is discontinued)*

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**Finance Department Certification (to be filled out by CBS staff)**

Eligibility documents were verified by \_\_\_\_\_ on \_\_\_\_\_

Past due obligations: ☐ NO ☐ YES If yes, past due amount/details:

☐ Acceptance ☐ Rejection by administrator/designee:

If rejected, reason for rejection:

# City and Borough of Sitka Utility Cost Subsidization Program

## 2026 Application Instructions

### Key Definitions

**Household:** All individuals living together in a housing unit. Only one application per household is allowed.

**Past-Due Debts:** Any amount owed to the City and Borough of Sitka that has not been paid in full within 30 days of the due date. This does not include utility bills.

### Eligibility Requirements

To qualify for the program, an applicant must:

- **Live in the home** and be listed as an account holder on a City and Borough of Sitka utility account for that home.
- Be **currently enrolled** in one of the following assistance programs:
  1. SNAP (Food Stamps)
  2. Medicaid
  3. Baranof Island Housing Authority (BIHA) assistance
  4. National School Lunch Program (NSLP) – for the current school year
- **Have no past-due debts** to the City and Borough of Sitka, other than utility bills.

### Required Documentation

Applicants must submit proof of current enrollment in one of the eligible programs listed above. The documentation must:

- **Include your name** (must match utility account holder)
- **Show that you are actively enrolled** in the program through the application period

#### Acceptable examples:

- **SNAP:** A benefits letter (SNAP cards are not accepted, as they do not show dates)
- **Medicaid:** A card or eligibility letter
- **BIHA:** A lease or monthly statement on official BIHA letterhead
- **NLSP:** A letter from the Sitka School District for the current year, showing the utility account holder's name

### How to Submit Your Application

#### 1. By Mail:

Submit a completed and signed application, along with photocopies of all required documents to:

City and Borough of Sitka  
Attn: Utility Cost Subsidization Program  
100 Lincoln Street  
Sitka, AK 99835

## 2. By Email:

Submit completed forms and scanned copies of documentation to:  
accountsreceivable@cityofsitka.org

## 3. In Person:

Deliver to the Utility Office on the 1<sup>st</sup> floor of City Hall:  
100 Lincoln Street, Sitka AK

## Application Assistance

Staff are available to help during regular business hours **by appointment only**.

To schedule assistance, call: (907) 747-1859

## Submission Deadline

- Applications must be **received (not just postmarked)** by **5:00 PM on October 31, 2025**.
- **Late or incomplete applications will be rejected.**
- **No extensions or exceptions** will be granted for any reason.

## Additional Information

- Staff may attempt to contact applicants if issues are found, but **it is the applicant's responsibility** to ensure the application is complete and submitted on time.
- All information provided is used only to determine eligibility and will be kept confidential in accordance with applicable laws.
- If your qualifying assistance ends before or during the benefit period, the applicant must notify the Finance Department within 30 days - subsidization will be discontinued.

## Program Period

- Applications are only valid for calendar year 2026.
- Applicants must reapply each year to continue receiving the subsidy.

## Legal Authority

This program is governed by **Sitka General Code § 15.45.010**.

You can view the full code at:

<https://sitka.municipal.codes/SGC/15.45.010>