D. OPEN APPLICATION INTAKE PERIOD

During the annual open application intake period, individuals who did not receive an automatic payment or were not included in the mailing may apply for LIEAP at their local DHHR office or at any of the outreach locations listed in item C,1. The application is also available on the DHHR website at www.wvinroads.org. **An inROADS application is complete when the application is electronically signed by the applicant or the signed signature page is received. If mailed, the signature page must be postmarked by the close of business on the last day of the intake period.**

When an application is received through inROADS with an E-Signature, the signature and identity is considered verified. The application is considered complete when all verification is received, in addition to the E-signed application.