

CLIENT EDUCATION CONFIRMATION OF RECEIPT

Name of Occupant	Age of Dwelling
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Address of Dwelling

Confirmation of Receipt

I have received the following information:

- Lead-Safe Education** – A copy of the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools* (effective 12/22/08), informing me of the potential risk of the lead hazard exposure from weatherization/renovation activity to be performed in my dwelling unit.
- Energy Education** – Information regarding changes I can make in order to reduce the energy consumption of my household.
- Mold and Moisture Education** - A copy of the pamphlet, *A Brief Guide to Mold and Moisture In Your Home* , informing me of how to clean up residential mold problems and how to prevent mold growth.
- Budget Counseling** - Information regarding personal financial management.

Signature of Recipient	Date
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Self-Certification Option

I certify that I attempted to deliver the following information to the dwelling listed above:

- Lead-Safe Education**
 Energy Education
 Mold and Moisture
 Budget Counseling

If the information was delivered but a signature was not obtainable, you may check the appropriate box below.

Refusal to Sign — I certify that I have made a good faith effort to deliver the information to the dwelling unit listed above at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the information at the unit with the occupant.

Unavailable for Signature — I certify that I have made a good faith effort to deliver the information to the dwelling unit listed above and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the information at the unit by sliding it under the door.

Attempted delivery dates and times

Date	Time	Date	Time	Date	Time

Signature (Agency Representative)	Print name
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Mailing Option:

I certify that I have mailed the following information to the dwelling listed above (attach copy of Certificate of Mailing for lead-safe education only):

- Lead-Safe Education**
 Energy Education
 Mold and Moisture
 Budget Counseling

Signature (Agency Representative)	Print name	Date mailed
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CLIENT EDUCATION CONFIRMATION OF RECEIPT
CSD 321 (Rev. 11/10/08)
Instructions

Use this form to document distribution of the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools* (effective 12/22/08), as required in EPA, 40 CFR Part 745, Final Rule, and *A Brief Guide to Mold and Moisture In Your Home*, as required by DOE, by personal delivery, self-certification for unsuccessful attempted personal deliveries, or the option to mail the pamphlet. Please refer to your copy of the Final Rule for details. This form is also used for confirmation of the delivery of energy education and budget counseling.

Personal Delivery - The final rule permits either the weatherization/renovation agency representative or a designated representative (such as a landlord) to deliver the pamphlet and obtain the acknowledgment. However, when using a designated representative, the weatherization/renovation agency remains responsible for compliance with this rule.

Self Certification - EPA also recognizes that there may be situations when an adult occupant cannot be reached or simply refuses to sign an acknowledgment. Under these circumstances, you as the weatherization/renovation agency, or your designee (such as the landlord), will be allowed to certify in writing that the delivery was attempted, and briefly explain what was done and why a signed and dated acknowledgment could not be obtained. A copy of the pamphlet is required to be delivered to the affected dwelling unit.

Mail Delivery - Another option to delivering the pamphlet is by mail. Proof of mailing is required for the lead-safe education only. At a minimum, a certificate of mailing from the Post Office is required. You must either have the proper documentation (signed and dated acknowledgment, or self-certification) or have purchased and received a certificate of mailing from the Post Office at least seven (7) days before the commencement of weatherization/renovation activities.

1. Fill out the applicable section of this form dependent upon the type of delivery performed.
2. Keep a copy of this completed form in the client's file.

Contractor's equivalent form is allowed, but must be pre-approved by CSD.