

**CLAVERACK RURAL ELECTRIC COOPERATIVE, INC.  
WYSOX, PENNSYLVANIA 18854**

**POLICY BULLETIN NO. B-1**

**SUBJECT: Classification of Residential Accounts**

**POLICY:**

The cooperative will classify member accounts according to the residency of the member and the use of the service location.

**RESPONSIBILITY:** President & CEO or Delegate

**PROCEDURE:**

1. An account will be classified as “Residential Primary” (primary residence) if the service location is the primary residence of the member. Additional meters located at a “Residential” service location where a dwelling is served may also be considered “Residential” for billing purposes but may not be eligible for certain programs such as Load Management, time of use rates, or the new residential line extension allowance.
2. An account will be classified as “Residential Non-Primary” (part-time/non-primary residence) if the service location is not the primary residence of the member. These accounts may also be referred to as “Seasonal Accounts” and may not be eligible for certain programs such as load management, time of use rates or the new residential line extension allowance.
3. In order for a service location to qualify as the primary residence, the member must reside at the location for at least 6 months per year. The member’s voter registration, tax records and drivers license should also reflect the address of the residential service location.
4. If a question arises concerning a member’s residential status, the cooperative may request copies of supporting documentation and may require that the member submit an affidavit confirming the location of the member’s primary residence.
5. A member may request reclassification to Residential by submitting proof as outlined in the above paragraph which indicates that the service location is now the member’s Primary Residence.

**SOURCE:** Revised 01/25/2023.