

ENERGY ASSISTANCE
**INFORMATION AND/OR DOCUMENTS YOU MUST BRING COPIES OF AT THE
TIME OF YOUR APPLICATION.**

KNOW:
(Copies not needed)

1. Dates of Birth and Social Security Numbers for every household member.
2. If you heat with oil, kerosene or propane, the name of your vendor, address and phone number. Call your vendor in advance to be sure he is participating in the Energy Assistance Program.
3. The name, address and phone number of your landlord, if you rent.
4. If you receive benefits from the Department of Social Service, (such as Title 19, TFA) please know your Client ID#.

BRING COPIES OF:

1. If disabled, Proof of Disability, such as copy of a handicap sticker, disability letter from Social Security, top page of an IEP (students only) or this office can provide a Disability Form to you to be completed by your physician.
2. Rent receipt, lease or mortgage payment (must be current)
3. Every page of every financial institution account in the home, (savings, checking, IRA, if over 59½, mutual funds, paypal, stocks, shares, bonds and CD's (must be current)
4. Current utility bill (must be current)
5. Income Verification, must be four (4) weeks or 52 weeks immediately prior to your date of application, examples of income are noted below for each member of your household. All income sources must show your name, check date, gross income, and social security number.

WAGES

- Payroll stubs
- Employer statement on letterhead, signed by employer identifying each week by date, gross wages and Social Security number.

SELF EMPLOYED

- Self-Employment Worksheet (available through this office) for the six (6) or twelve (12) months prior to your date of application **and** most current income tax return with all schedules.

UNEMPLOYMENT COMPENSATION

- Computer printout of your weekly benefits or Unemployment Compensation form available at this office.

WORKMEN'S COMPENSATION DISABILITY INSURANCE

- Statement showing benefits and period of time covered.

DIVIDEND/INTEREST INCOME

- Bank Statements if more than \$10.00 per month.

RENTAL INCOME

- Rent receipts, tenants lease, copies of checks, statement from tenant.

DSS INCOME

- Current DSS budget, if available.

VETERAN'S BENEFITS

- VA award letter or copy of check or bank statement if direct deposit.

SOCIAL SECURITY

- Copy of check or bank statement of direct deposit

PENSION

- Check stub, copy of check statement from payer noting gross amount, 1099
(DIRECT DEPOSIT IS NOT ACCEPTED AS PROOF)

ALIMONY/CHILD SUPPORT

- Divorce Degree, Family Relation Court Document, Child Support Enforcement Letter or Bank Statements (direct deposits), if the direct deposit notes a child support payment.