



# 2019-2020 ENERGY ASSISTANCE PROGRAM CHECKLIST

**APPLICATION:** All household members must be listed. Failure to include all persons living in your household is considered fraud. Fraud can result in a denial of assistance or repayment of any assistance received. Make sure to completely fill out and sign and date on the back of the application.

**SOCIAL SECURITY NUMBER VERIFICATION: SOCIAL SECURITY CARDS FOR ALL HOUSEHOLD MEMBERS.**

If you cannot provide your social security card, the following documents may be used along with a government issued photo ID:

Indiana State Issued Real ID

United States Passport

Letter from the Social Security Administration

Social Security Benefit Letter

Paystub that Contains the Full SSN

Family Demographic (Office of Family and Children)

W-2 or 1099 (NOT HAND WRITTEN)

Documentation from an Eligible Program such as:

Medicare Benefit Letter

U.S. Military ID (i.e. DD214 or AF-retired military)

U.S. Government Identification

Indiana Government ID (i.e. Dept of Corrections)

Benefit Statement

A birth confirmation letter from the hospital may be used for children under 1 that do not have a social security card yet.

**DRIVER'S LICENSE/PICTURE ID:** A State-issued photo ID for the household member signing the application.

**VETERAN:** Please provide documentation such as a DD Form 214, Veteran's Administration Identification Card (VIC), Retired Military ID card, Active Duty Card, Reserve ID Card, Military Separation/Retirement Orders, Veterans of Foreign Wars Card (VFW), American Legion Membership Card, or Veteran's Administration Disability Award Letter.

**INCOME INFORMATION:** ALL ADULTS IN THE HOUSEHOLD 18 AND OLDER MUST PROVIDE PROOF OF ANY/ALL INCOME RECEIVED.

**EMPLOYMENT:** Please provide your most recent paystub. If you have worked within the last 3 months and are no longer employed, provide the final paystub.

**SOCIAL SECURITY BENEFITS (SSI, SSDI, SSD, SSA) /VA PENSION/VETERAN'S BENEFIT**

Current Award Letter: Must be dated within the last year. An award letter dated over a year old will not be accepted.

Current Bank Statement: Must clearly show deposit and who it belongs to. The bank statement cannot be marked out for any reason.

**PENSION:** Most Recent Check Stub OR Current Pension Award Letter

**SELF EMPLOYED:** Completed IRS form 1040 AND Schedule C, E, F, or SE for most recent tax year. All pages of each document is required.

**UNEMPLOYED:** Complete the enclosed "Indiana Workforce Development Release of Information" for each household member 18 and older in the household that is receiving Unemployment Benefits. One form per household member 18 and older.

**CHILD SUPPORT:** Proof of child support payments made.

**INCOME VERIFICATION AFFIDAVIT/CASH INCOME:** If anyone in the household has had 1 month and/or more of no income, this form must be filled out. The form should be completed in its entirety. Do not leave any blanks. One form per household member.

**HOUSING INFORMATION:**

--**Rent:** If electric and/or gas is included in your rent, the Landlord Affidavit **must** be completed by your landlord.

**UTILITY BILLS:**

--Current Electric Statement (The Lower Portion of the Bill that you mail back to the vendor will not be accepted.)

--Current Complete Gas Statement

--Current LP/Oil Invoice \*The invoice must show name, vendor name, acct #, service address, budget billing.\*

**REFERRAL/INTEREST FORM:**

Complete form entirely. Must be returned with the packet signed and dated.

**ADDITIONAL DOCUMENTATION:**

As each application is case by case, additional documentation may be requested.

ANY missing information may delay decisions regarding your eligibility and benefit amount. Your application will be processed as quickly as possible, however, in the beginning of the season this could take several weeks. You will receive a letter when your application is completed or if additional information is needed. **Failure to provide required documents may result in delay or denial of your application.**

**\*\*Please send copies of your documentation. Originals will not be returned\*\***