



ENERGY ASSISTANCE PROGRAM CHECKLIST 2023-2024

The following items must be submitted for your application to be considered complete.

- ___ **APPLICATION:** Fill out the entire application (front and back). Make sure all household members are listed. Failure to provide information on the full household is considered fraud. Fraud may result in a denial of assistance or repayment of benefits.
- ___ **DRIVER'S LICENSE/PHOTO ID:** A state-issued photo ID for the head of household.
- ___ **PROOF OF SOCIAL SECURITY NUMBER:** Must be provided for all household members. Proof can be one of the following: Social Security Card, Real ID, US Passport, W-2/1099/Paystub, Medicare benefit letter, Military ID, Letter from Social Security Administration or Social Security Benefit letter, Family Demographic from the Family and Social Services Administration. It cannot be handwritten, and the full name and social security number must be listed. Passports outside of the US are not acceptable. **If you are providing anything other than a Social Security Card, US Passport, or Real ID, you must submit a photo ID as well for anyone 18 and/or older.**
- ___ **PROOF OF VETERAN STATUS (IF APPLICABLE):** Proof can be one of the following: DD214, Veteran's Administration identification card, Active-Duty Common Access ID, Retired Military Uniformed Services ID, Military Separation/Retirement Orders, VFW card, American Legion Membership Card, Homeowner with VA loan, Real ID w/Veteran Identification (located on back side).
- ___ **LANDLORD AFFIDAVIT (IF APPLICABLE):** If you are renting and your electric and/or gas utility are included in the rent, the Landlord Affidavit **MUST** be filled out by your landlord and turned in to agency.
- ___ **UTILITY BILLS (ALL PAGES):** Most recent billing statement(s) from your utility vendors: electric, gas, LP gas/oil, etc.
- ___ **REFERRAL FORM:** Complete form entirely. Must be returned.

INCOME INFORMATION: ALL ADULTS 18 YEARS AND/OR OLDER MUST PROVIDE PROOF OF ALL INCOME RECEIVED IN THE PREVIOUS THREE MONTHS.

IF YOU ARE APPLYING IN:	PROVIDE INCOME FOR THESE THREE MONTHS:	IF YOU ARE APPLYING IN:	PROVIDE INCOME FOR THESE THREE MONTHS:
AUGUST	May, June, July	JANUARY	October, November, December
SEPTEMBER	June, July, August	FEBRUARY	November, December, January
OCTOBER	July, August, September	MARCH	December, January, February
NOVEMBER	August, September, October	APRIL	January, February, March
DECEMBER	September, October, November	MAY	February, March, April

- ___ **EMPLOYMENT:** Last paystub of the previous month or first paystub of the current month. These must show the YTD gross. If the YTD gross is not on the paystub, all paystubs from the previous three months must be provided.
- ___ **NON-EMPLOYEE COMPENSATION/ MISC INCOME:** Ex.: Door Dash, Grubhub, Uber, etc. Must provide monthly statement for each month from the previous three months.
- ___ **SOCIAL SECURITY BENEFITS (SSI/SSDI/SS/SSA):** Current award letter with all pages dated within the last year OR current bank statement with all pages. Must be on bank's letterhead or stamped by the bank. Bank statements cannot be accepted if there is more than one name on the statement and the deposit does not identify who it belongs to. Bank statements cannot be altered or marked out.
- ___ **PENSION:** Most recent check stub or current award letter. If it does not show gross, must provide one for each of the three months. No bank statements. If it is not current, it must state that it is a lifetime benefit.
- ___ **VA PENSION/VETERAN'S BENEFIT:** Current award letter or benefit statement that is dated within the last year. No bank statements.
- ___ **SELF EMPLOYMENT:** Complete 1040 and Schedule C, E, F, or SE from the most recent tax year.
- ___ **UNEMPLOYMENT BENEFITS:** Complete the enclosed "Indiana Workforce Development Release of Information" for each adult in the household receiving unemployment benefits anytime in the previous three months
- ___ **CHILD SUPPORT:** If anyone in the household pays Child Support, provide proof: printout from the courthouse, proof that clearly states it is being withheld from income, or a bank statement. The documentation must clearly show that the payment is for child support.
- ___ **INCOME VERIFICATION AFFIDAVIT:** Must be completed by anyone in the household 18 and/or older that has had no income for one month and/or more OR has had cash income.

**Every application is on a case-by-case basis. Additional documentation may be requested once your application has been received.
Failure to provide required and/or requested documents may result in a delay in processing and/or denial of your application.
Provide copies of documentation, originals will not be returned.**

Bartholomew County P.O. Box 119 Clifford, IN 47226 Phone: (812) 372-8407	Decatur County 1939 C N Carver St Greensburg, IN 47240 Phone: (812) 663-8830	Jackson County 1115 E Oak St Seymour, IN 47274 Phone: (812) 522-8718	Johnson County 600 Ironwood Dr Suite N Franklin, IN 46131 Phone: (317) 736-0755	Shelby County 825 Elm Street Shelbyville, IN 46176 Phone: (317) 398-3153
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