



# ENERGY ASSISTANCE PROGRAM

## CHECKLIST

### 2025-2026

The following items must be submitted for your application to be considered complete. Each application is a case-by-case basis. Additional documentation may be requested once your application has been reviewed. Provide copies of documentation, originals will not be returned.

**FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN A DELAY IN PROCESSING AND/OR DENIAL OF YOUR APPLICATION.**

**PLEASE NOTE THE FOLLOWING REGARDING DOCUMENTS:**

Any form that says, "Page 1 of ___", we must have all pages. This includes but is not limited to utility bills, bank statements, check stubs, Pension/Social Security award letters.	If a power of attorney is signing any documents on behalf of a household member, documentation of this authorization must be submitted as part of the application.	Documents cannot be altered in any way. This includes redacting and/or marking anything out.	Documentation must be clear and legible.	Bank statements must: be on bank letterhead or stamped by the bank, show the SS/SSI/SSDI/SSA deposit, and show your name. If other deposits are listed, a note must be made as to what the deposits are. All pages must be submitted.
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- \_\_\_ **APPLICATION (REQUIRED):** Complete the entire application (front and back). Must be signed by someone 18 and/or older in the household. All household members must be listed. Social security numbers must be clear and legible.
- \_\_\_ **INTERNAL REFERRAL FORM (REQUIRED):** Sign and return.
- \_\_\_ **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, or Real ID w/Veteran Identification (located on back side).
- \_\_\_ **TENANT VERIFICATION STATEMENT (IF APPLICABLE):** If you are renting and your electric and/or gas utility are included in the rent, the Tenant Verification Statement MUST be filled out by your landlord and submitted.
- \_\_\_ **DIRECT BENEFIT PAYMENT ELECTION FORM (IF APPLICABLE):** If one or both utilities are included in your rent OR your primary heat source is wood, you have options on how the funds will be distributed. This form should be completed to let the agency know how to distribute funds.
- \_\_\_ **UTILITY BILLS:** Most recent billing statement(s) from your utility vendors: electric, gas, LP gas, oil, etc. For LP gas or oil, provide a statement dated within the last 30 days. No delivery receipts.
- \_\_\_ **NON-HOUSEHOLD MEMBER DECLARATION FORM (IF APPLICABLE):** If your utility bill is not in a household member's name and/or someone not in the household is listed on other submitted documentation, the Non-Household Member Declaration Form MUST be filled out.

## INCOME

**ALL ADULTS 18 YEARS AND/OR OLDER ARE REQUIRED TO PROVIDE PROOF OF INCOME.**  
**ANY/ALL INCOME RECEIVED IN THE MOST RECENT 13 WEEKS MUST BE PROVIDED.**

- \_\_\_ **EMPLOYMENT:** Most recent paystub. Must show company name, name of employee, pay date, and YTD gross. If YTD gross is not on the paystub, all paystubs from the most recent 13 weeks of income must be submitted. Final paystub(s) must be presented if a job was left in the last 13 weeks. **Write the approximate start and end dates of employment on the paystub(s) for all jobs and pay frequency (weekly, every 2 weeks, etc.).**
- \_\_\_ **NON-EMPLOYEE COMPENSATION/ MISC INCOME (DOOR DASH, GRUBHUB, UBER, ETC):** Must provide monthly statement for each month from the previous three complete months.
- \_\_\_ **SOCIAL SECURITY BENEFITS (SSI/SSDI/SS/SSA):** Current award letter with all pages OR current bank statement with all pages. You must provide documentation for Social Security and/or disability payments received for a child in the household.
- \_\_\_ **RETIREMENT OR PENSION:** Most recent check stub or current award letter showing gross. If the check stub does not show year-to-date (YTD) gross, must provide one for each of the previous three complete months. **No bank statements.**
- \_\_\_ **VA PENSION/VETERAN'S BENEFIT:** Current award letter, benefit statement, or current bank statement with all pages.
- \_\_\_ **SELF EMPLOYMENT:** Complete 1040 and Schedule C, SE, E, or F from the most recent tax year. Must be signed.
- \_\_\_ **UNEMPLOYMENT BENEFITS:** Complete "Indiana Workforce Development Release of Information" for each adult in the household receiving unemployment benefits anytime in the previous three complete months. If not legible, form will be Denied by DWD. Signature cannot be typed.
- \_\_\_ **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. Documentation must clearly show that the payment is for child support.
- \_\_\_ **UNDOCUMENTED INCOME VERIFICATION:** 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 that is not documented. One per household member.