Date: _____

Social Security Number: _____

Case Number: _____

APPLICANT'S NAME:_____

APPLICANT'S ADDRESS:_____

HOME ENERGY ASSISTANCE PROGRAM (HEAP)
DOCUMENTATION REQUIREMENTS

☐	WHEN YOU APPLY FOR HEAP ASSISTANCE IN PERSON.YOU MUST PROVIDE PROOF FOR ALL ITEMS LISTED BELOW.
☐	IF YOU HVE ALREADY APPLIED FOR HEAP ASSISTANCE, YOU MUST PROVIDE PROOF FOR THE ITEMS CHECK BELOW, BRING THE PROOF NO LATER THAN_____ OR YOUR APPLICATION MAY BE DENIED.

ADDRESS (Where you live now)
You must provide one or more of the following

☐	Current rent receipt with the name and address	☐	Utility Bill	☐	Deed
☐	Copy of lease with address	☐	Mortgage payment books/receipts with address		
☐	Water, sewage, or tax bill	☐	Homeowners insurance policy		

ALL PEOPLE IN YOUR HOUSEHOLD
You must provide one or more of the following for each person in your household:

☐	Birth Certificate	☐	School records	☐	Driver's license
☐	Baptismal certificate	☐	Social Security Card	☐	Marriage Certificate

VULNERABILITY
You must provide of vulnerability (children under 6 years of age, adults of 60 years of age or older, or anyone with a permanent disability.) To do so, you must provide one or more of the following for the vulnerable members of your household.

☐	Birth certificate	☐	Baptismal certificate with date of birth	☐	Passport	☐	Written statement of eligibility for benefits
☐	Copy of benefit check	☐	Award letter	☐	Driver's license	☐	Other

FUEL/UTILITY BILLS

☐	If you pay a fuel or utility bill, bring a copy of our most recent fuel/utility bill or a statement from our vendor.
☐	If you pay for neither heat nor utilities, bring a statement from your landlord that indicates heat and utilities are included in your rent.

INCOME
You must provide proof of income for all household members who receive any type of income, earned or unearned, including but not limited to:

				COPY OF MOST RECENT CHECK OR AWARD LETTER			
☐	Pay stubs for the most recent four weeks	☐	Child support or alimony checks	☐	Social Security Card	☐	Worker's Compensation/Disability
☐	Statement from roomer/boarder	☐	Bankbook/dividend or interest statement	☐	Veteran's Benefits	☐	Educational Grants/Loans
☐	Other:			☐	Pensions		
☐	If self employed or have rental income, business records for the most recent three months			☐	Verification of Unemployment Insurance Benefit amount		

RESOURCES (For emergency applications only).

☐	Cash	☐	Stocks and Bonds	☐	IRA accounts	☐	Written statement of eligibility for benefits
☐	Checking and/or savings account balances	☐	Time Deposit Certificates	☐	Lump sums from sale of property or insurance settlements	☐	Other _____

Depending on your circumstances, additional documentation may be required.