

2014 – 2015 SEASON

ENERGY ASSISTANCE PROGRAM

All applicants MUST provide verification of the following:

Names/Social Security Numbers/Birth Dates for **EVERYONE LIVING IN THE HOUSEHOLD**

If renting, you must provide the name/address/phone number of your landlord (if heat is included in the rent, you must provide your most recent rent receipt). Homeowners must provide mortgage payment verification.

If heating with oil, you must provide the name of your oil dealer (be sure they participate in the Energy Program). If heating with gas or electricity, you must provide a copy of your most recent bill (both top and bottom portions). ***Everyone, no matter their heating source, must provide a copy of their most recent electric bill.** The utility bill must be in the name of the applicant or another member of the household.

PROOF OF INCOME FOR EVERYONE IN THE HOUSEHOLD

Social Security/SSI/Pensions/Annuities/Veteran's Benefits/Railroad Retirement: Provide a copy of your most recent check or bank statement showing the direct deposit.

Dividends/Interest: You must provide documentation proving interest earned on **ANY and ALL** bank accounts for the ONE MONTH PRIOR TO YOUR APPOINTMENT (If your appointment is in October, provide proof for September, etc.) **ALL PAGES** of the bank statement must be provided. ***Please note:** Any deposits over \$50.00 will need verification as to their origin, i.e. lottery/casino winnings, monetary gifts, etc.

Rental Income: If you are a landlord, you must provide a copy of the most recent lease for all tenants, or the most recent rent check/receipt.

Self-Employment/Unemployment/Money from Friends/Relatives: This office will provide special forms which must be picked up ahead of time and completed in time for your appointment.

Employment: You must provide your **four most recent, consecutive pay stubs** from the date of your appointment (Pay stubs must show your name/social security number). If you do not have pay stubs, your employer must provide a printout on company letterhead stating your name/address and the **GROSS** amount earned for the same time period as stated above.

Alimony/Child Support: A copy of the Divorce/Child Support Decree verifying the court ordered amount must be provided.

DSS/State Welfare: Provide a copy of your State Connect Card/Client I.D. Number

CALL 203-287-2691 FOR AN APPOINTMENT