

## ***Documentation needed to apply for services:***

*(All documentation is required each time you apply for services)*

- **Valid Picture ID for Applicant;** (Includes all individuals listed on utility bill and those applying on applicant's behalf. Current notarized letter is also required for individuals' applying on applicant's behalf);
  - **Current Duke Energy Utility Bill** (actual bill only, no door hangers.)
  - **Social Security Cards for all household members** (must have the actual card or printout) Custodial Documentation; *if applicable* (court records or JFS award letter)
  - **Proof of U.S. Citizenship for all household members-** Birth Certificate, Baptismal records (must show place and date), U. S. Passport, Voter registration card, Military Service Record, Verified Citizenship for OWF Program, Indian Census Record.
  - **Proof of Legal Resident/Qualified Alien-** Naturalization Papers/ Certification of Citizenship, INS ID Card, Alien Registration Cards/ Re-entry permits, Permanent Visa, INS Form.
  - Proof of Income for the entire household for the past 90 days ending with today's date and beginning with 90 days from today.
- ❖ **Zero income: Must provide written notarized statement from income source detailing how your bills are paid (rent, food, utilities, etc.) Statement need to include provider(s) name address and phone number. Also need to specify any cash amount(s) and the frequency of assistance.**
- **Must also provide current HAP contract cover letter/ Annual recertification addendum Food Stamp printout; if applicable).**
  - **IRS Transcript may also be requested.**

*Other qualifications may apply*

### Examples of Accepted Income

**Please note:** This is **only an example** of typical income sources and **is not** comprehensive of all income documentation that may be required to be processed for services. If you have questions about your income documentation, please see a HEAP staff member **prior** to being seen for services as they may be able to assist you.

**Employment Wages:** Last 3 check stubs for monthly wages, Last 7 check stubs for bi-weekly wages and Last 13 check stubs for weekly wages **or** Employment Verification Form from employer showing **GROSS** income for the last 90 days

**TANF, DA:** Last 3 check stubs **or** Current Award Letter

**Utility Allowances:** Last 3 check stubs **or** Lease Agreement **or** Current Housing Authority Award Letter

**Social Security, SSI & SSDI:** Current 2016 Award Letter

**Pension, Veterans, Retirement:** Current 2016 Award Letter

**Unemployment, Employment Disability, Workers Compensation, Child Support:** Last 3 stubs if paid monthly, Last 7 stubs if paid bi-weekly and Last 13 stubs if paid weekly **or** Award Letter showing benefit amount and time period

*Assessments cannot be provided without all documentation. Other qualifications may apply.*

*All applicants must reside in Hamilton County and provide proof of citizenship.*

CAA reserves the right to request additional information for individuals applying for the HEAP benefit.

**\*\*\*Please see a HEAP staff member for a listing of Outreach locations\*\*\***