



Low-Income Home Energy Assistance Program and USF (Universal Service Fund)

Required Application Documents

- 1) **Proof of Identification:** Social Security cards for all members of the household.
 - a) **Proof of Income:** All earned income for every in household. Unemployed members age 18 and over must provide “Zero Income Statement”. Students need a letter on school letterhead.
 - b) **Pension (SSA, VA or SSI):** Copy of check or benefit award letter.
 - c) **Weekly pay stubs:** (4 consecutive weeks of application).
 - d) **Self-Employed: 2017 Federal Income Tax statement** with supporting documents.
 - e) **Unemployment benefits:** Copy of award statement or 2 benefit pay stubs.
 - f) **Child support/Alimony:** Statement of total monthly support.
 - g) **Rental income:** Lease for all tenants or rent receipts.
 - h) **TANF/General Assistance (welfare):** Award letter or printout.
 - i) **Interest or Dividends:** Bank statement, investment company statement.
- 2) **If you own your home:**
 - a) Proof of ownership: Copy of tax bill, mortgage or deed.
 - b) If multi-unit building: document rental income from all tenants (rent receipts).
 - c) Probate sale contract.
 - d) Lease agreement indicating heating arrangements.
- 3) **If you rent:** Copy of current lease agreement.
- 4) **Current energy bills (Include all that apply):**
 - a) Gas and electric bill.
 - b) Oil or propane bill, if you heat with other fuels.
- 5) **Proof of U.S. Citizenship or Legal Residency (Provide one of the following):**
 - a) Social Security card
 - b) Copy of Medicare/Medicaid Card
 - c) Documentation from U.S. Dept. of Citizenship and Immigration Services.
 - d) USCIS Temporary Work Permit
- 6) **Public Housing/Rental Assistance:** Your Housing Authority proof of residence or lease agreement.
- 7) **Cooling applications only:** A doctor’s note stating the need for cooling, plus all other documentation above, if applicable (original doctor’s letterhead only: NO copies will be accepted).