

## **ENERGY ASSISTANCE PROGRAM**

### **CHECKLIST**

**(For addition information contact your county office)**

**Please use the checklist below to ensure all required documentation is submitted. Submitting incomplete documentation may result in a delay in processing your application. We reserve the right to request additional information if needed.**

Complete the application listing all household members. **Failure to include all persons living in your household is considered fraud. Fraud can result in a denial of assistance or repayment of any assistance received.**

- Signed application – *Application cannot be processed without your signature!*
- Social Security cards for each household member over 12 months old.
- Documentation (i.e. birth certificate) for each household **member under 12 months old**
- A photo ID for all household members age 18 and over, if not using a social security card.
- Income documentation for 12 months including month of EAP application for each adult 18 and over living in the household/Social Security benefits received for children under 18/Adult Current Social Security Award Letter/Bank Statement/Check Stud(s)/Self Employment/Unemployment/TANF
- A completed Zero Income Affidavit for any household member over 18 claiming “zero” income for any month during the past 12 months. **(Must get Wage Inquiry from our office for inconsistency /zero income).**
- Documentation of the current residence for anyone listed on the lease or utility bill who does not reside in the household.
- A current class registration from the educational institute for anyone 18 or older that is seeking benefits while attending high school or college.
- If you are pregnant, documentation from your physician is required to show your estimated due date.
- If any member of the household is a veteran, please provide documentation, such as a DD Form 214 or Veteran’s Administration Identification Card (VIC), among other options. A list of acceptable documentation can be provided upon request.
- Renters:** A Lease or Landlord Affidavit (LLA) is required for those who rent their home. Your Landlord must complete an LLA if you do not have a lease dated within the last 24 months. **If you live in subsidized housing/HUD you must provide documentation of voucher, OR Housing Notification OR HUD paper(s). A (LLA) can be provided upon request.**
- Homeowners:** Proof of ownership, such as property tax statement, mortgage statement, deed, or title.
- Copy of your most recent heating/electric utility bill. If you heat with LP gas, a printout of your account or bill. **(The bill(s) must be in the name of a household member 18 years or older).**