

Clark County Energy Assistance Program CHECKLIST (For addition information contact your county office)

WINTER HOURS (SUBJECT TO CHANGE)

MONDAY – THURSDAY

8:30 A.M. – 3:00 P.M.

20 people

15 people

FRIDAY

8:30 A.M. – 12:00 P.M.

Only Disconnected OR (Disconnect for Monday)

Sign-ups start between 7:30 am – 8:00 am

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.**

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 the 3 months prior to application month 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 3 months. **(Must get Wage Inquiry from our office for inconsistency /zero income).**

(Process can take up to 24/48 hours before being process for Energy Assistance Program)

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).**

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