UDMO
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CHECKLIST OF DOCUMENTS FOR THE LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

- ☐ **COPY OF SOCIAL SECURITY CARDS FOR EVERYONE IN THE HOME**
- ☐ **COPY OF MOST RECENT HEAT BILL**
- ☐ **COPY OF MOST RECENT ELECTRIC BILL**
- ☐ **PROOF OF INCOME FOR EVERYONE LIVING IN THE HOUSEHOLD FULL-TIME FOR THE PAST 30 DAYS**
  Do not need to include income of children in home 0-17 who are working part-time and still in school. Full-time college students are only included in household if living at home full-time.
  All income must be from same timeframe for all household members.

Yes	No	Types of Income	Past 30 Days	Past Year
		Wages, Salary	Paycheck stubs for the past 30 days WEEKLY - 4 Most Recent Check Stubs BI-WEEKLY - 2 Most Current Checks Stubs BI-MONTHLY - 2 Most Current Check Stubs MONTHLY - 1 Most Current Check Stub	All W-2 forms, or your last Federal Income Tax Return including the signature page and Schedule 1
		Self-Employment, Rental Income, or Farm Income	Not applicable. You must use the past year as your measurement period	Last completed Federal Income Tax Return including the signature page
		Social Security Disability, Retirement, or SSI	Check copy, award letter, or recent bank statement showing direct deposit	1099 SSA letter, or last completed Federal Income Tax return for SSA or SSDI. For SSI, we will need a printout from social security for all months
		Pension, Retirement, or Veteran's Benefits	Copy of award letter, copy of check received, or recent bank statement showing direct deposit	1099 R for pension or retirement income, or most recent Federal Income Tax return including the signature page
		Worker's Compensation	Benefit statements	Benefit statements for the past year or statement from the payor
		Dividend Benefits	Letter or statement showing the amount received	1099 DIV or the most recent Federal Income Tax Return including the signature page
		Unemployment Benefits	Printout from Workforce Development	1099 G or most recent Federal Income Tax Return including the signature page

YOU WILL HAVE 30 DAYS from the date you submit your application to send all the information OR YOUR APPLICATION WILL BE DENIED. PLEASE GATHER ALL OF THE INFORMATION FIRST AND THEN SUBMIT APPLICATION TO HELP SPEED THE PROCESS.