

INSTRUCTIONS TO REAPPLY FOR FUEL ASSISTANCE

CAREFULLY READ AND CHECK ALL THE INFORMATION ON THE ENCLOSED APPLICATION.

Please answer all of the questions on the application. If you need to make corrections to the application, cross out the old information and write the current information above it. If you have moved, or have a different heat source, rent amount, landlord, utility account number, etc., write the correct information, and provide new documents reflecting the changes. **The application must be signed on the back in order to process.**

List ALL of the people living in your apartment or home on the application. Indicate the education level and health insurance, if any, for all people 18 and over. If there is a new person, write that person's name, date of birth, and income source(s) in the "Household Members" section. Provide for the new adult proof of Citizenship or qualified alien status, (Social Security card, a birth certificate, passport, Permanent Resident card), or other form of ID that indicates your citizenship status. If the new person being added is a child, only a birth certificate or social security card is necessary to submit. Please add them to your application and answer all demographic questions. **If someone has moved out, indicate when they moved and where they now reside. If they had income last season, we will need proof of their current address (current utility bill, lease etc.)**

List the type of income each household member receives, if not already listed. PROVIDE PROOF OF ALL INCOME FOR EVERY PERSON living with you FOR THE 4 WEEKS PRIOR TO THE DATE YOUR APPLICATION IS RECEIVED BY THIS OFFICE. We need specific documentation for all income sources. For certain income sources, we may need to gather information that extends past the 4 weeks prior to the submission of your application. For example, self-employed income requires that you submit your most recent federal 1040 as this is the most accurate representation of your total annual income. Please check the Income Source list to see what documentation fuel assistance can accept as proof. This is not an exhaustive list so if you have any questions about what you may provide as proof, feel free to contact the fuel assistance office. **The HEAP Income Source list is attached.** Please refer to it and check off all sources of income your household receives. Be sure to add any other sources not listed, and return the required documents to the Fuel Assistance office.

If you live in **subsidized housing**, submit a copy of your **current lease, recertification letter.** Please make sure that the document you choose to provide includes your portion of the rental amount indicated. If you are a homeowner, submit a current mortgage statement, property tax bill, water/sewer bill, proof of your annual homeowner's insurance premium and condominium fee, if applicable. If you no longer have a mortgage, please contact our office and we will send you a form to complete.

If you have moved, provide a copy of your new lease, landlord's name, address, and telephone number. Gas and electric account numbers change when you move thus, please provide utility bills that show your name **and** services provided to your **new address.**

Please provide your current gas and electric bills. HEAP provides assistance towards your primary heating source, but you may also qualify for the discounted rate on your utility bills.

It can take up to 6 weeks to process applications before service can be given but may take longer if additional documents must be requested. Please understand that individual household may have unique circumstances which may require additional documentation. For this reason, additional documentation not included with these instructions is sometimes necessary. We operate on a first come, first served basis, with priority given to heating emergencies.

The Fuel Assistance Program starts November 1 and ends April 30.

Check all the boxes that reflect the income that any household member 18 or older receives.

Check Income Source

Required Documentation

Child Support /Alimony	Copy of the support agreement or four most recent check(s). If you receive payments through DOR, call 1-800-332-2733 and request a payment history.
Employment (including bonuses, tips and overtime)	Copy of the four most recent pay stubs that show the gross wage, the week ending or pay date, and the person's name or Social Security number.
Financial Support	Contact our office for forms. This Support comes from family and friends to meet expenses.
Foster Care/Adoption Subsidy	Print out from DSS, or letter from source stating the gross amount and frequency. Indicate whether it is an adoption subsidy or foster care.
Housing Utility Reimbursement	This is a check you receive from the agency providing your housing subsidy. A letter or form from the agency showing the check amount.
Interest/Dividends	Copy of the most recent 1099 tax information statement, or a letter from the bank or source of the income.
Odd Jobs	Contact our office for a form and instructions.
Pension/Annuities/Retirement	Copy of a <u>current check stub</u> , not check, showing the <u>gross</u> amount of the benefit; a current letter from the source with the effective date of benefits, frequency, and gross amount; or a copy of the most recent 1099R tax information statement(s).
Rental income	Most recent Form 1040 with all schedules. The 1040 should be <u>signed by the tax preparer and yourself</u> . If it is self-prepared , you must complete form 4506-T request of transcript from the IRS. Call the office for details. You may provide your property tax bill, mortgage interest, homeowner's insurance, and the most recent water/sewer bill for use as deductions.
Self-employment	Most recent Form 1040 with Schedule C (<i>profit or loss statement</i>) and all other schedules. The 1040 form should be signed by the tax preparer and yourself . If it is self-prepared , you must complete form 4506-T request of transcript from the IRS. Call the office for details.
Social Security/SSI/SSP	Award letter or computer printout from the Social Security office reflecting your current monthly SSA/SSI payment. You can call 1 (800) 772-1213 to get a copy of your benefit information. Award letter or computer printouts from SSP, for customer service call 1(877)863-1128 .
Unemployment	Stubs covering four most recent weeks; or the claim record, NOT the Determination of Benefits letter. The Payment History page provides information about payments, benefits, benefit program claim and claimant status, tax withholdings, dependents, payment options, etc. The Payment History page must be used with a bank statement reflecting the same period. The net amount on the bank statement must match the Payment History page in order for the document to be used for income purposes
Veterans Benefits	Copy of a current check , or a current letter from the Veterans' Agent.
Welfare – TANF or EAEDC	Current printout showing cash benefit; or call 1-800-632-8095 to obtain verification.
Workers' Compensation or Disability	Copy of the four most current check stubs; or a current letter from the employer, insurance co., or lawyer indicating the date of loss, the gross payment, and the frequency of payment.
Student	Provide current letter from the Financial Aid Office with a breakdown of all grants, loans, scholarships and tuition.
Other – Royalties, Insurance payments, Cash/Lottery Prizes, stipends, Scholarships/Financial Aid, Estate or Trust Income	Income from <u>LUMP SUM</u> receipts, such as <u>STOCKS/BONDS, CAPITAL GAINS etc.</u> <i>Required documentation could be legal documents, earning statements, bank documents, etc.</i>

Any other money coming into the household not listed above must also be documented.