



## ENERGY ASSISTANCE PROGRAM DOCUMENTATION CHECKLIST - PY 2024

<b>NAME:</b>		<b>DATE:</b>	
	<b>COMPLETED APPLICATION – ALL QUESTIONS ANSWERED – SIGNED AND DATED</b> PLEASE NOTE: THE APPLICATION CANNOT BE SIGNED BY A MINOR OR NON-HOUSEHOLD MEMBER		
	<b>PHOTO ID FOR HEAD OF HOUSEHOLD (PERSON SIGNING THE APPLICATION)</b>		
	<b>SOCIAL SECURITY CARDS / REAL ID/ PASSPORT FOR ALL HOUSEHOLD MEMBERS</b> IF UNDER 1 YEAR OLD AND NO SOCIAL SECURITY CARD, A BIRTH CERTIFICATE IS REQUIRED. VETERANS (NEED TO SHOW PROOF BUT DO NOT HAVE TO PROVIDE A COPY)		
	<b>PROOF OF INCOME DOCUMENTATION OR INCOME VERIFICATION FOR 18 YEARS AND OLDER HOUSEHOLD MEMBERS:</b> _____ <b>SS / SSI / SSD - AWARD LETTER ALL PAGES OR CLEAN BANK STATEMENT ALL PAGES</b> PLEASE NOTE: ALL DEPOSITS ON STATEMENT WILL BE COUNTED AS INCOME  _____ <b>PENSION / REITREMENT – AWARD LETTER FOR GROSS PAYMENT AMOUNT</b>  _____ <b>EMPLOYMENT WAGES – LAST 4 MONTHS OF CHECKSTUBS FOR ALL JOBS WORKED DURING THE LAST FOUR MONTHS; IF UNDER 1 YEAR OF EMPLOYMENT NEED START DATE AND DATE OF 1<sup>ST</sup> CHECK; INDICATE FULL OR PART TIME STATUS</b>  _____ <b>UNEMPLOYMENT BENEFITS – COMPLETED DWD RELEASE OF INFORMATION FORM</b>  _____ <b>SELF EMPLOYMENT – 2022 1040 TAX RETURN WITH ALL SCHEDULES</b>  _____ <b>WORKER’S COMPENSATION / PRIVATE DISABILITY / ALIMONY / ETC. – ALL DOCUMENTATION</b>  _____ <b>ODD JOBS / IRREGULAR OR NO INCOME – COMPLETED INCOME VERIFICATION AFFIDAVIT</b>		
	<b>CURRENT UTILITY BILL (ALL PAGES) AND DISCONNECT NOTICE OR PAYMENT PLAN AGREEMENT FOR NIPSCO, IF YOU HAVE ONE FOR GAS/ ELECTRIC / LP GAS.</b>		
	<b>IF UTILITIES ARE INCLUDED IN YOUR RENT:</b> <b>LANDLORD AFFIDAVIT</b> <b>DIRECT BENEFIT PAYMENT FORM</b>		
	<b>IF UTILITIES ARE IN SOMEONE ELSE’S NAME:</b> <b>UTILITY AFFIDAVIT</b>		
	<b>IF BANK STATEMENT IS USED FOR PROOF OF INCOME AND HAS ANOTHER MEMBER’S NAME LIST THAT IS NOT IN THE HOUSEHOLD.</b> <b>DECLARATION OF ABSENT HOUSEHOLD MEMBER</b>		
	<b>IF PREGNANT – A PHYSICIAN STATEMENT IS REQUIRED TO COUNT UNBORN CHILD.</b>		