



HOW TO COMPLETE YOUR APPLICATION REQUIRED DOCUMENTATION PY 2027

Instructions – How to complete your application. **Complete all forms that apply to you!**

Application 2027 PY – Must be completed entirely. **Use Blue or Black ink Only**

Income Verification Affidavit – This form is required for **ALL household members 18 years of age and older who is claiming NO/ZERO income**, in any of the past three complete full months. **Incomplete forms are considered incomplete applications.**

Release of Information – This form is required for **each adult household member** who is **receiving Unemployment Benefits and/or claiming ZERO income**. **Printing out from UPLINK is required. No screenshots are allowed.**

TENANT VERIFICATION - For Renters ONLY. The Tenant Verification form must be completed and signed by your landlord if your utilities are included in your rent. We can accept a Lease agreement within the last 24 months signed by both parties and states how much rent is paid, what utilities are included and what utilities tenant is responsible for paying. If one or more utilities are included in your rent and you would like to receive the EAP Benefit by ACH Direct Deposit to your bank account, the **ACH Direct Deposit** must be completed correctly and entirely and signed by the applicant. If you wish to receive a paper check, you do not have to complete the ACH Direct Deposit Form. **If you own your home, you DO NOT complete/submit the TENANT VERIFICATION form or ACH Direct Deposit form.**

Declaration of Absent Household Members – this form must be completed if you are using your bank statement as proof of income, and it has a household member's name on the account who does not live in the home. Remember that all deposits on your bank statement(s) are considered as income, regardless of the source.

Utility Affidavit - Complete **ONLY** if your Utility Bills are in the name of someone who does not reside in the household. An explanation must be provided as to why the utilities are not in your name.

Utility Credit Balance – If your utility bill has a credit balance greater than \$250, you may still apply but you will not receive benefits. Be sure that you do not have a balance of \$250 or more when applying.

INCOME GUIDELINES:

Persons in Household	Monthly Income	Three-Month Income
1	\$ 2,886	\$ 8,658
2	\$ 3,774	\$ 11,323
3	\$ 4,662	\$ 13,987
4	\$ 5,550	\$ 16,651
5	\$ 6,438	\$ 19,315
6	\$ 7,326	\$ 21,980
7	\$ 7,493	\$ 22,479
8	\$ 7,659	\$ 22,979
9	\$ 7,826	\$ 23,478
10	\$ 7,992	\$ 23,978



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Proof of Income

* **Current Documentation of Income** for all household members aged 18 or over.

- Employment/wages
 - Most recent paystubs
 - Work/pay statements for immediate 13 weeks prior to application for gig work
 - Request for Earnings information form - see attachments
- Social Security/SSI/VA Benefits
 - Most recent complete (all pages) award letter **Social Security Benefit Letter** - including SSA, SSI or VA benefits.
 - **Or, a recent Bank Statement** (all pages and no blacked out or redacted sections)
- Pension/Retirement
 - Most recent award letter (all pages)
- Self-Employment
 - Most recent Form 1040 tax return, **with all appropriate self-employment schedules**
- Unemployment
 - Full print-out of your most current Uplink statement and completed Release of Information form for DWD
- Alimony/Spousal Support/Worker's Compensation/Private Disability
 - Any documentation of payments received.
- Odd Jobs/Irregular Income/No Income
 - Completed Undocumented Income Form

If you have any questions about acceptable documentation, contact us at (219) 663-0627.

* **Current, complete bill (all pages required) for electric and heating. No water or sewer assistance this year.**

- If you heat with bulk deliverable fuel, provide most recent delivery receipt.
- If utilities are included in your rent, please provide a completed Tenant Verification..
- Please ensure you are providing the full and complete billing statement!

REMEMBER TO COMPLETE ALL FORMS THAT APPLY TO YOUR HOUSEHOLD.