

ENERGY ASSISTANCE APPLICATION CHECKLIST

Verification of Income Options (ALL INCOME MUST BE FROM THE SAME TIME PERIOD)

INCOME VERIFICATION MUST BE WITHIN THE LAST 30 DAY, UNLESS TAX RETURN ARE PROVIDED.

WAGES

CHECK STUBS FOR WAGES

- ✓ IF PAID WEEKLY, PROVIDE THE MOST RECENT 4 CHECK STUBS
- ✓ IF PAID EVERY 2 WEEKS, PROVIDE THE MOST RECENT 2 CHECK STUBS
- ✓ IF PAID TWICE A MONTH, PROVIDE THE MOST RECENT 2 CHECK STUBS
- ✓ IF PAID ONCE A MONTH, PROVIDE 1 CHECK STUBS

MOST RECENT FEDERAL TAX RETURN

- ✓ SELF – EMPLOYED INDIVIDUALS OR FARMERS MUST PROVIDE THE MOST RECENT FEDERAL TAX FORM

UNEMPLOYMENT

CHILD SUPPORT

ALIMONY

FIP

SOCIAL SECURITY AND/OR SSI

- ✓ COPY OF A CHECK OR AWARD LETTER

PENSION AND/OR VA

- ✓ COPY OF A CHECK, AWARD LETTER, OR 1099 FORM COPY

Verification of Social Security Number

THE FOLLOWING DOCUMENTS ARE ACCEPTABLE:

SOCIAL SECURITY NUMBER / CITIZENSHIP MUST BE PROVIDED. IF A MEMBER OF THE HOUSEHOLD DOES NOT HAVE VERIFICATION, THEY MAY STILL BE ELIGIBLE, AT A REDUCED AWARD AMOUNT.

- ✓ COPY OF THE SOCIAL SECURITY CARD FOR EACH PERSON
- ✓ MILITARY CARD WITH THE SOCIAL SECURITY NUMBER
- ✓ ANY DOCUMENT FROM SOCIAL SECURITY ADMINISTRATION SHOWING SSN
- ✓ I-94 CARD FOR TEMPORARY FOREIGN NATIONAL IN LIEU OF SOCIAL SECURITY CARD
- ✓ PASSPORT
- ✓ BIRTH CERIFICATE
- ✓ DRIVERS LICENSE OR PHOTO ID CARD

Other Required Information

- COMPLETED AND SIGNED APPLICATION
- RECENT HEAT BILL
- RECENT ELECTRIC BILL

I UNDERSTAND THAT I HAVE NOT APPLIED FOR ENERGY ASSISTANCE UNTIL ALL THE ABOVE REQUESTED INFORMATION IS PROVIDED TO NORTH IOWA COMMUNITY ACTION.

I DO NOT HAVE MORATORIUM PROTECTION UNTIL MY APPLICATION IS COMPLETE.