

ABCD HOME ENERGY ASSISTANCE PROGRAM (HEAP)

Please collect the documents that apply to your household and contact your nearest ABCD location to make an appointment to file an application.

Documentation from each of the following categories is required for a complete application.

① IDENTIFICATION

- ☐ **The Applicant applying must provide a picture ID.**
- ☐ **You must also provide (1) of the following proof of Citizenship OR Qualified Alien Status for EVERY household member:**
 - ☐ Social Security Card
 - ☐ US Birth Certificate
 - ☐ Unexpired US Passport
 - ☐ Unexpired Permanent Resident Card
 - ☐ U.S. Certificate of Naturalization
 - ☐ Contact our office for a complete list of other documents that may be acceptable

② HOUSING

- ☐ **Tenants:** Current lease **OR** canceled rent check
- ☐ **Subsidized housing:** Document showing your portion of rent **OR** a rent calculation worksheet
- ☐ **Mortgage:** Current mortgage statement. If you do not have a mortgage, please submit current real estate tax bill and homeowner's insurance bill.
- ☐ **Heat included in the rent: MUST** submit **CURRENT LEASE** that states **HEAT IS INCLUDED IN THE RENT**. You must provide your landlord's name, address and telephone number. If you do not have a lease please contact our office.

③ HEATING & ENERGY

- ☐ **Utility bills:** A current **Gas** bill and/or current **Electric bill**
- ☐ **Oil Heat:** Please provide the name of your oil company. Your oil company must have a contract with ABCD and you must be a customer of record.

④ INCOME

- ☐ **You must document ALL household income:**
 - ☐ **No income:** Anyone over 18 must fill out a statement of no income provided by ABCD.
 - ☐ **Student:** Anyone between the ages of 18 and 23, who is a student, must provide a current enrollment verification letter from the school.
 - ☐ **Wages:** Last **4** consecutive pay stubs **OR** last **2** consecutive if Bi-weekly for the last 30 days
 - ☐ **Unemployment:** Benefit summary page **and** Payment history page printed from UI online <https://uionline.detma.org/Claimant/Core/Login.ASPX>. **OR** A copy of the first check stub **along with** a bank statement showing the last month of deposits.
- Please note:** Claimant name and or social security number must appear on all documents.

➔ TURN OVER ➔ PLEASE CHECK THE BACK SIDE ➔

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- **Financial Assistance from others:** If you are receiving financial support to meet your basic living expenses, the supporter must fill out an ABCD provided "Financial Assistance form" **OR** they can submit a signed "statement of support."
- **Odd Jobs:** You must complete ABCD'S "Odd Job form".
- **Social Security, SSI, SSDI:** Current Benefit letter from Social Security **OR** 1099
- **SSP:** Current Bank statement **OR** Benefit letter from DTA
- **Transitional Assistance:** Current award letter
- **Veterans Benefits:** Benefit statement from Source **OR** 1099
- **Pension:** Current letter or check stub from the source stating gross amount **OR** 1099.
- **Self Employment:** Current Federal Income Tax Return package including all schedules**
- **Rental Income:** Current Federal Income Tax Return package including all schedules **

If you do not file taxes: Submit a letter from the tenant stating the amount they pay for rent **OR** the tenant's lease **OR** a canceled rent check **AND** for deduction purposes, submit copies of your homeowners insurance, real estate taxes and water/sewer bills for the year.

***** If your taxes are Self prepared, you must also submit an IRS "Tax Return Transcript" you may get this by calling the IRS @ 844-545-5640.***

- **Child Support:** DOR printout **OR** Most recent Court order **OR** letter from supporter **OR** Copies of checks that you receive.
- **Alimony:** Most recent court order **OR** copies of checks **OR** a letter from the supporter
- **Housing Utility Reimbursement:** Current document from the Housing Authority stating the amount of reimbursement
- **Foster Care / Adoption Subsidy:** Document from the source showing frequency and gross amount **OR** check stubs for the last 30 days
- **Estate or Trust:** Please provide a copy of the Trust documentation in its entirety **OR** written notification from a bank/legal authority specifying the amounts and terms of income.
- **IRA, Annuity or Stipends:** Document from source showing frequency and gross amount **OR** 1099
- **Interest or Dividends:** 1099 **OR** Current Federal Income Taxes** **OR** letter from source
- **Workers Compensation or Disability Payments:** Document from source showing, the current gross amount and frequency of payments.
- **Lump Sum/Capital Gains:** Current Federal Income Taxes** **OR** a letter from the source showing the gross amount received.
- **Other Income:** Please submit documentation showing the source and frequency of payments.