# HOME ENERGY ASSISTANCE PROGRAM CHECK LIST

## Submit your application by mail, fax or as a walk-in:

Home Energy Assistance Program 1470 Civic Court, Ste. 200, Concord CA 94520 PH: 925-681-6380 Fax: 925-229-6784

All HEAP applicants are responsible for providing the following documentation required by the State of California, without the proper information your application will not be processed or delayed.

Please check each box		
	1.	Complete and <u>SIGN</u> "Energy Intake Form" (CSD 43)
	2.	Complete and <u>SIGN</u> "Statement of Citizenship or Non-Citizen Status" CSD 600 on <b>BOTH</b> sides
	3.	Provide HEAP a copy of your <b>current monthly</b> utility bill <u>PLUS</u> your <u>15-day</u> or <u>48hr notice</u> if received one. Sending <b>only</b> your 15-day or 48-hour notice will <b>delay</b> your application process.
		• If you qualify to receive a grant it should pay off your complete bill and bring your total to a zero (0) or credit balance on your account. However, if your balance is more than your grant, the difference will need to be paid prior to HEAP's payment.
		• Utility Bill must have at <u>least 22 billing days</u> .
		• "Account Information Sheet" printed from your local PG&E office can be substituted with current balance.
		• The person's name on the PG&E bill must be 18 years of age or older; I.D. verification is required.
	4.	Provide a copy of a birth certificate or green card verifying <u>legal status in the USA</u> for the person applying for assistance <u>PLUS</u> for <u>any children ages 0-5.</u> • ID required for any household members 60 years or older.
	5.	A copy of documents verifying your total <b>GROSS MONTHLY INCOME</b> for the last 30 days for <b>ALL</b> household members 18 years and older.
		• If there is zero income; a "Survey of Income and Expenses" form will need to be completed for each adult without income.
		For acceptable documents see other side for details -

### **Providing Proof of Legal Status**

#### **ACCEPTABLE PROOF:**

### ► Citizenship status (if you were born in the USA):

- A copy of the birth certificate for the person applying for assistance and all children under 5 years
- A copy of your child's birth certificate **ONLY** if it states your name and **where YOU were born**
- A copy of your marriage license **ONLY** if it states your name and **where YOU** were born
- A copy of your U.S. passport
- Military Form DD 214; **IF** it states place of birth (if form does not state place of birth, it will NOT be acceptable proof)

#### ► Naturalization status:

- A copy of your naturalization certificate
- A copy of your U.S. passport, showing your nationality as the United States of America (*must not be expired*)

#### ► Alien status:

- A copy of both sides of your green card (*must not be expired*)
- A copy of any other document listed on the "Statement of Citizenship Status" Form

#### **NOT ACCEPTABLE PROOF:**

- Driver's license
- Social Security card
- Death Certificate
- Child's birth certificate or marriage certificate that does not state parent's/applicant's birth place
- Certificate of Baptism

### **Providing Proof of Income** (provide ALL that apply to you)

- ► Income (total monthly gross) from **every person who** lives in the home 18 years of age or older.
- ▶ Income must be current to within 6 weeks from the intake date and should cover a one-month period (Example, if you get paid once a week, send in 4 check stubs).
- ▶ All documents must be official, **no hand written information.**
- ▶ All documents must be **current** (within the last 6 weeks).

#### ► ACCEPTABLE PROOF OF INCOME:

- Paycheck stubs, odd jobs, self-employment, income & expenses report
- Welfare (TANF)
- Social Security (a letter from Soc. Sec. or a direct deposit statement of your bank account)
- Social Security Disability Income / State Disability Insurance award letter
- Spousal & child support award documents
- Workman's Comp check stubs
- Unemployment Insurance check stubs
- Retirement & Pension ward letter or check stubs
  - "Survey of Income and Expenses"; for every member in the household 18yrs or older with NO Income.