



ENERGY ASSISTANCE PROGRAM CHECKLIST 2024-2025

The following items must be submitted for your application to be considered complete. Every application is on a case-by-case basis. Additional documentation may be requested once your application has been received. **Failure to provide required and/or requested documents may result in a delay in processing and/or denial of your application.** Provide copies of documentation, originals will not be returned.

- _____ **APPLICATION:** Fill out the entire application (front and back). Must be signed by someone 18 and/or older in the household. Make sure all household members are listed. Failure to provide information on the full household is considered fraud. Fraud may result in a denial of assistance or repayment of benefits.
- _____ **PROOF OF VETERAN STATUS (IF APPLICABLE):** Proof can be one of the following: DD214, Veteran's Administration identification card, Active-Duty Common Access ID, Retired Military Uniformed Services ID, Military Separation/Retirement Orders, VFW card, American Legion Membership Card, Homeowner with VA loan, Real ID w/Veteran Identification (located on back side).
- _____ **LANDLORD AFFIDAVIT (IF APPLICABLE):** If you are renting **and** your electric and/or gas utility are included in the rent, the Landlord Affidavit **MUST** be filled out by your landlord and turned into agency.
- _____ **DIRECT BENEFIT PAYMENT ELECTION FORM (IF APPLICABLE):** If one and/or both utilities are included in your rent, you have options on how the funds will be distributed. This form should be completed to let the agency know how to distribute the fund(s).
- _____ **UTILITY BILLS (ALL PAGES):** Most recent billing statement(s) from your utility vendors: electric, gas, LP gas/oil, etc.
- _____ **INTERNAL REFERRAL FORM:** Must be signed and returned.

INCOME INFORMATION

ALL ADULTS 18 YEARS AND/OR OLDER MUST PROVIDE PROOF OF ALL INCOME RECEIVED IN THE MOST RECENT 13 WEEKS.

- _____ **EMPLOYMENT:** Most recent paystub. Must show company name, name of employee, pay date, and YTD gross. If the YTD gross is not on the paystub, all paystubs from the most recent 13 weeks of income must be submitted. Final paystub(s) must be presented if a job was left in the last 13 weeks.
- _____ **NON-EMPLOYEE COMPENSATION/ MISC INCOME:** Ex.: Door Dash, Grubhub, Uber, etc. Must provide monthly statement for each month from the previous three months.
- _____ **SOCIAL SECURITY BENEFITS (SSI/SSDI/SS/SSA):** Current award letter with all pages dated within the last year OR current bank statement with all pages. Must be on bank's letterhead or stamped by the bank. Bank statements cannot be altered or marked out.
- _____ **PENSION:** Most recent check stub or current award letter. If it does not show gross, must provide one for each of the three months. If it is not current, it must state that it is a lifetime benefit. Bank statements can only be used IF no taxes are withheld from the pension.
- _____ **VA PENSION/VETERAN'S BENEFIT:** Current award letter or benefit statement that is dated within the last year. No bank statements.
- _____ **SELF EMPLOYMENT:** Complete 1040 and Schedule C, E, F, or SE from the most recent tax year.
- _____ **UNEMPLOYMENT BENEFITS:** Complete the enclosed "Indiana Workforce Development Release of Information" for each adult in the household receiving unemployment benefits anytime in the previous three months
- _____ **CHILD SUPPORT:** If anyone in the household pays Child Support, provide proof: printout from the courthouse, proof that clearly states it is being withheld from income, or a bank statement. The documentation must clearly show that the payment is for child support.
- _____ **INCOME VERIFICATION AFFIDAVIT:** Must be completed by anyone in the household 18 and/or older that has had no income for one month and/or more OR has had cash income that is not documented. One affidavit per household member.