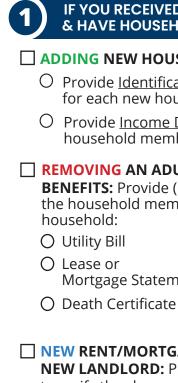
DOCUMENTATION **CHECKLIST**

THE FOLLOWING DOCUMENTS ARE REQUIRED TO VERIFY YOUR ELIGIBILITY.

ALL HOUSEHOLD MEMBERS WHO ARE 18 OR OLDER MUST SIGN THE BACK OF THE APPLICATION!



IF YOU RECEIVED ASSISTANCE LAST YEAR & HAVE HOUSEHOLD/HOUSING CHANGES

ADDING NEW HOUSEHOLD MEMBERS:

- O Provide Identification & Proof of Citizenship for each new household member (Section 2)
- O Provide Income Documents for each new household member who is 18+ (Section 5)

REMOVING AN ADULT WITH INCOME/

BENEFITS: Provide (1) of the following to verify the household member is no longer in your

- O Restraining Order
- Mortgage Statement
- O Divorce/ Seperation Papers
 - O Proof of Incarceration

NEW RENT/MORTGAGE AMOUNT and/or **NEW LANDLORD:** Provide (1) of the following

to verify the change in housing costs and/or landlord:

- O Lease or Mortgage Statement
- O Rental Subsidy: Current lease or current signed and dated letter from source showing the type of subsidy received, household members, and your current rent portion
- O Contact our office for a complete list of acceptable documents



IDENTIFICATION

HEAD OF HOUSEHOLD: Photo ID

ALL HOUSEHOLD MEMBERS MUST **PROVIDE (1) OF THE FOLLOWING:**

- O U.S. Birth Certificate
- O U.S. Passport (unexpired)
- O Permanent Resident Card (unexpired)
- O Contact our office for a complete list of acceptable documents

| 3 | HOUSING |
|---|--|
| | RENTERS: Current lease OR canceled rent check |
| | HEAT INCLUDED IN RENT: Current lease providing landlord's name, address, & telephone number AND states heat is included in the rent |
| | RENTAL SUBSIDY: Current lease or current signed and dated letter from source showing the type of subsidy received, household members, and your current rent portion |
| | HOMEOWNERS: Current mortgage statement MORTGAGE PAID IN FULL: Submit a "No Mortgage" form (available on our website) |
| 4 | HEATING/UTILITY |
| | GAS OR ELECTRIC HEAT: Recent gas/electric bill |
| | OIL/PROPANE/FIREWOOD HEAT: Recent statement or delivery ticket |
| | |
| 5 | INCOME |
| 5 | INCOME Wages: Last 30 days of paystubs in consecutive order that show gross pay, your name, & employer name |

- Fixed Income (SOCIAL SECURITY, SSDI, SSI, TANF, EAEDC): Recent award letter with amount of benefit
- Self-Employment or Rental Income: Copy of your recent federal tax return with all schedules. If self-prepared you must include your IRS tax return transcript

TURN OVER - MORE ON THE BACK •

| 5 | INCOME (Continued) |
|---|--|
| | No Income: Anyone 18+ reporting no income sh |
| | Child Support or Alimony: Complete the "Child documentation of payments received if applicate |
| | College and University Students: A letter from breakdown of tuition, fees, financial aid, loans a |
| | Unemployment: DUA check stub OR DUA Week |
| | Veterans Benefit: VA benefit check stub, VA sta |
| | Retirement/Pension Income & Annuities: Ber from income source, IRS Form 1099 |
| | Workers Compensation/Temp. Disability Insused showing gross payment amount and frequency |
| | Odd Jobs: Complete the "Odd Jobs" form and pr |
| | Interest or Dividends: Most recent federal tax is bank or source |
| | Lump Sum/Capital Gains/Inheritances: Most the source showing the gross amount received |
| | Financial Assistance from Others: The person Assistance Statement" form |
| | <u>All Other Income</u> : Documentation of the source Examples of other types of income include: |
| | O Regular Lottery Payments |
| | Regular Insurance Payments Estate or Trust Income |
| | O Stipends, Fellowships, or Scholarships (for live |
| | |

ALL HEAP FORMS ARE AVAILABLE ON OUR WEBSITE: actioninc.org/fuelassistance

Please note: This checklist is a general guide. Additional and/or differing documentation may be required based on each household's circumstance. Any data provided on this application form will be subject to verification through computer matching with the records on file at the Social Security Administration (SSA) and the Massachusetts Department of Revenue (DOR) and Transitional Assistance (DTA).