

THE FOLLOWING DOCUMENTS ARE REQUIRED TO VERIFY YOUR ELIGIBILITY.

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

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

- ADDING NEW HOUSEHOLD MEMBERS:**
 - Provide Identification & Proof of Citizenship for each new household member (*Section 2*)
 - 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 household:
 - Utility Bill
 - Restraining Order
 - Lease or Mortgage Statement
 - Divorce/ Separation Papers
 - Death Certificate
 - 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:
 - Lease or Mortgage Statement
 - 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
 - Contact our office for a complete list of acceptable documents

2 IDENTIFICATION

- HEAD OF HOUSEHOLD:** Photo ID
- ALL HOUSEHOLD MEMBERS MUST PROVIDE (1) OF THE FOLLOWING:**
 - U.S. Birth Certificate
 - U.S. Passport (unexpired)
 - Permanent Resident Card (unexpired)
 - 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

- 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 should complete a “No Income/Zero Income” form
- Child Support or Alimony:** Complete the “Child Support/Alimony Documentation” form. Supporting documentation of payments received if applicable (*DOR payment history, recent court order, etc.*)
- College and University Students:** A letter from the institution showing enrollment status and a breakdown of tuition, fees, financial aid, loans and refunds
- Unemployment:** DUA check stub OR DUA Weeks Claimed History with your Benefit Determination Letter
- Veterans Benefit:** VA benefit check stub, VA statement of benefits, or IRS Form 1099
- Retirement/Pension Income & Annuities:** Benefit check stub, an official statement of benefits, letter from income source, IRS Form 1099
- Workers Compensation/Temp. Disability Insurance Payment:** Most recent check or document showing gross payment amount and frequency of payments
- Odd Jobs:** Complete the “Odd Jobs” form and provide accounting documents to verify income
- Interest or Dividends:** Most recent federal tax return, IRS Form 1099, or signed/dated letter from the bank or source
- Lump Sum/Capital Gains/Inheritances:** Most recent federal tax return or a signed/dated letter from the source showing the gross amount received
- Financial Assistance from Others:** The person giving assistance must complete the “Financial Assistance Statement” form
- All Other Income:** Documentation of the source, frequency of payments, and gross amount received. Examples of other types of income include:
 - Regular Lottery Payments
 - Regular Insurance Payments
 - Estate or Trust Income
 - Stipends, Fellowships, or Scholarships (*for living expenses*)

**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).