

HOW TO COMPLETE YOUR FUEL ASSISTANCE APPLICATION

1. **Answer all questions** and **make any corrections** or **updates** on the application including household members, phone numbers, email addresses, housing costs, landlord, etc.
2. Head of household and all 18 and older household must **sign the back of the application.**
3. **Submit all income for all household members, whether they contribute or not.** Income must cover the 4 weeks prior to the date we receive your signed application. Review the attached income list, and submit the appropriate income documentation that pertains to your household
4. Include a copy of your most **recent heating, gas, and electric bills**
5. Renters should submit a current lease or letter from landlord, if subsidized, a current lease and income calculation verification worksheet from their housing authority.
6. Homeowners should submit a mortgage statement, property tax bill, home insurance bill, condo, and lot fees (if applicable).
7. Students ages 18-22 must submit a letter from their school or college showing current student status.
8. **To add a household member**, write in name, date of birth, etc. You will also need to provide proof of citizenship/legal status and income. **To remove anyone 18 or older** from your application, you will need to submit proof of residence showing their new address (i.e., Current lease, utility bill, etc.).
9. **Anyone age 18 and older with no income** who is not a student will need to complete a Zero Income form.
10. **Mail or drop off your signed application and documentation to Action, Inc as soon as possible.**

Question: Do you need help completing your application? Call 978-281-3900 or email actionfuel@actioninc.org for assistance.

Reminder: No payments can be made until your application is completed and approved

Applications are processed on a first come, first served basis so don't delay!

LIST OF INCOME DOCUMENTS REQUIRED FOR ALL HOUSEHOLD MEMBERS 18+

WAGES- 4 (weekly)/ 2 (biweekly) consecutive pay stubs for most recent 30-day time period prior to date application is received by agency. Documents must show employee and employer's names. Handwritten ones not accepted but will accept electronic ones if a complete paystub copy. If paystubs are unavailable, please call office to request a bookkeeper form.

INTEREST- Copy of latest IRS form 1099-INT, or copies of most recent statements, letters from financial institutions stating all interest for most recent 30-day time period, signed and dated by bank employee.

DIVIDENDS- Copy of latest IRS form 1099-DIV, or copies of dividend check, copy of yearly statement, letter from dividend source.

CHILD SUPPORT/ALIMONY- Complete and sign the program child support/alimony form which can be found on our website. List of acceptable documents proving support are shown on list. Be advised other payments in lieu of, or in addition to alimony/child support are countable income. These include mortgage/rent payments, day care costs, school tuition, rehabilitation, etc.

WORKER'S COMPENSATION- Most recent check indicating gross benefit, date of loss of employment, and receipt of benefits. A statement from employer, insurance agency, attorney or union office showing gross benefit, frequency of benefit, effective date of payment, or lump sum payments.

SELF – EMPLOYMENT - Completed and signed copy of prior year's Federal 1040, 1120, 1065, and K-1's tax packets along with all forms, schedules, and pages filed. *****Self prepared tax forms must include Federal Tax Return Transcript. *****

RENTAL INCOME- Completed and signed copy of prior year's Federal 1040, 1120, 1065, and K-1's tax packets along with all forms, schedules, and pages filed. *****Self prepared tax forms must include Federal Tax Return Transcript. *****

SOCIAL SECURITY/SSI- Copy of current year's gross benefits award letter for SS & SSI Federal benefits. Reach SSA at **1-800-772-1213** or www.ssa.gov for documents if needed. **Reminder:** Massachusetts SSP is a separate benefit. Contact SSP at **1-877-863-1128** for documents if needed.

UNEMPLOYMENT BENEFITS - The Monetary Determination Letter along with Weeks Claimed History, showing most recent 4 weeks prior to the application date, from DUA website. The MDL is sent to a new DUA applicant when they are approved. www.mass.gov/dua printouts will not be accepted if name is not shown on them.

PENSIONS/ANNUITIES- Copy of IRS Form 1099-R, or recent gross check, or recent letter from source showing current gross benefit.

TANF/EAEDC – Most recent benefit awards letter showing gross benefits amount. Please contact DTA at **1-877-382-2363** or for documentation if needed.

ODD JOBS/CASH JOBS/FINANCIAL SUPPORT (FAMILY/FRIENDS) - Complete and sign the Odd Job form and/or Financial Assistance form; both forms can be found on our website.

OTHER INCOME- Please submit proof of other gross income from all income source(s). Examples are trust distributions, royalties, lottery payments, regular insurance payments, cash support by others to household, stipends, fellowships, housing allowances, etc.

NO INCOME- Complete and sign the program zero income form. This only applies to household members 18 years and older.

STUDENTS- All students 18-22 years old must submit a letter from their school's office of the registrar stating their current student status with their establishment.

EXCLUDED INCOME- Including but not limited to tax refunds, Earned Income Tax Credits, life insurance policy proceeds or payments, cancelled debt, proceeds from loans, research grants, pension/retirement funds/IRA withdrawals (for those under 59 ½ years), tuition payments, volunteer stipends, gifts under \$12,000 from a single source, etc.