

ENERGY ASSISTANCE CHECKLIST

- **ELECTRIC BILL** - Copy of your household's current electric bill
- **ASSET VERIFICATION** - To verify your current account balance(s), you must provide statement(s) from every institution that you or any other adult household member(s) have an account with. (Liquid assets include savings and checking accounts, bonds, stocks/shares, Certificates of Deposit, or Individual Retirement Accounts if over 59 ½ years old). Documentation of Property Tax Payments (home, auto).

****Must have all pages of the most recent bank statement(s). The name of bank and account numbers must be on the printed statements and a Transaction Report will NOT be accepted.**
- **RENT/MORTGAGE** - Lease, rent receipt, mortgage statements, tax bill or lot rent receipt
- **INCOME DOCUMENTATION** - Income Information (see Income Information) for the 4 week period prior to your intake date

INCOME INFORMATION

EMPLOYMENT - Your four (4) most recent consecutive weekly paystubs, two (2) consecutive bi-weekly or semi-monthly paystubs or one (1) monthly paystub OR, if these are not available, you may bring a statement from your employer on company letterhead signed by either the employer or the payroll department, stating your gross wages for the last four (4) weeks. (Paystubs will only be accepted if they list your name and/or Social Security number.)

SELF EMPLOYMENT - Since you are self-employed, a notarized Self-Employment Worksheet for the last six (6) or twelve (12) full calendar months and your most recently filed 1040 IRS form including all relevant schedules (C, D, E, SE, K, etc.).

SOCIAL SECURITY OR SSI - Report of Confidential Social Security Benefits, Form 2458, available at the local Social Security office, OR a copy of your Social Security or Supplemental Security Income (SSI) check, OR a statement from the bank if you have a direct deposit, OR your most recent Social Security Award Notice, Form SSA-4926SM.

PENSION OR ANNUITY - Pension or annuity check stubs, OR a letter from the payor on the letterhead of the payor stating the gross amount OR latest copy of the 1099R.

UNEMPLOYMENT - the printout of Unemployment Compensation Benefits from the Department of Labor (DOL) or from the DOL website at: www.ctdol.state.ct.us.

WORKMAN'S COMPENSATION OR DISABILITY INSURANCE - Workman's Compensation or Disability Insurance (short term or long term) statement showing benefits and the period covered.

RENTAL INCOME - Rent receipt(s) for rental income, OR your tenant's lease, OR photostatic copies of check(s), OR statement(s) from tenant(s) verifying rent.

VETERAN'S BENEFITS - V.A. Award Letter for Veteran's Benefits (including pensions), OR a copy of the check, OR a statement from the bank if you have direct deposit. Ø DIVIDEND AND INTEREST - Dividend and interest statements for the most recently completed period (if more than \$10.00 per month).

ALIMONY AND/OR CHILD SUPPORT - Divorce decree or Family Relations Court letter or lawyer statement verifying the amount and frequency of alimony and/or child support, OR Child Support Enforcement letter or printout, OR bank statement if payments go directly to bank account, OR statement from legally liable relative if voluntary cash support payments or alternate means of support in lieu of child support payments are made directly to you.

FRIEND AND RELATIVES - Statement(s) indicating the amount and frequency of payments from friends or relatives who are contributing to your household's support, signed by them.

SUBSIDIZED ADOPTION BENEFITS – Copy of current checks or award letter

ZERO INCOME - Some households may have not received any income for the entire 4 week period prior to the date of application, or may have received income for some of the weeks, but not all. If this is the case, you will need to complete an Affidavit in Certification of Zero for any household member age 18 and over. Please note: Most household's income eligibility is based on the 4 week period prior to your intake date. If your 4 week household's income eligibility is not an accurate reflection of your actual annual income, you may want to have your eligibility based on your actual 52 week income. You would need to provide documentation for all income sources for the 52 weeks prior to your application date. Please contact the energy assistance office (860-560-5800) for more information.

VENDOR INFORMATION

CURRENT UTILITY BILL IF YOU HEAT WITH A UTILITY - Current utility bill if you heat with gas or electricity. Verification from the utility company if you recently moved and have not yet received a bill. Please note: The bill must be in the name of one of the adult members of the household.

IF YOU HEAT WITH A DELIVERABLE FUEL – Name of Vendor

IF YOUR HEAT IS INCLUDED IN YOUR RENT

DOCUMENTATION OF RENT FOR RENTAL ASSISTANCE APPLICANTS - It will be necessary for you to bring in proof of what your current rent is as evidenced by your lease, a copy of a check OR a current rent receipt or current housing notification. (Rent charges may be verified with your landlord). Please note: To qualify, your rent must be greater than 30% of the total household income. Households paying 30% or less are not eligible for energy assistance rental assistance benefits.