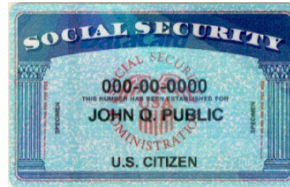
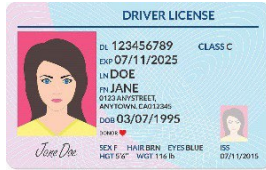
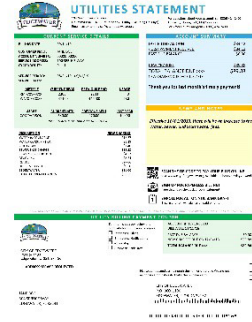


# Application Checklist:

Please use the checklist below to ensure you are submitting **all required documentation**. Read the cover letter carefully, as some policies have changed.



1. **Complete both pages of the application.**
2. **Income (gross) documentation for all adult household members ages 18 and older for the 3 months current to the application date, must be provided. Self-Employment MUST submit 1040 and Schedule 1 and/or C.**
3. **FULL CURRENT utility bill(s) for electric and gas (if applicable) must be provided.**
4. **Photo ID of the adult signing the application must be provided.**
5. **Social Security card(s) of all household members must be provided.**

- Income**
- All applicants with **employment** income **MUST** submit the **most recent pay-stub(s)** showing **gross income** for the year (YTD) for any employment **within the past 3 months**.
  - **Social Security income**, which can be a yearly benefit letter or a most recent bank statement showing deposit. **ALL pages must be submitted.**
  - An **Income Verification Affidavit** may be used **ONLY** if an adult receives **NO income** or cash.
  - If 18 or older and attending **High School or college full-time**, documentation such as a **class schedule** or current report card is required.
  - **Child Support:** If you **pay** child support, proof of payment for 13 weeks must be provided. Examples include a pay-stub, bank statement, garnishment, or proof from a government agency.

**Social Security card** acceptable alternatives include a copy of Medicaid card if it shows the SSN, a printout on letterhead from Social Security, DCS or Food Stamp office with the complete social security number typed, or the previous years' W2.

**Veteran:** If any member of the household is a **veteran**, please provide documentation. A Veteran's Administration Identification Card (**VIC**) is **not allowable**.

**Landlord Affidavit:** This is required, as well as the **Direct Payment form**, **ONLY IF** a **utility** is included in the rental payment. Public housing offices and libraries have these form(s), and may be printed from our website, <https://www.pacecaa.org/energy-assistance>.

If **pregnant**, documentation from your physician is required to show estimated due date. Please list "unborn baby" as a household member on your application.

**Absent Household Member** - This form **MUST** be completed if a person is listed on an **income document** but is **not a household member**. Libraries have these form(s) and may be printed from our website, <https://www.pacecaa.org/energy-assistance>.

**Utility Affidavit** – This form **MUST** be completed if a person **not living in the household** is listed on a **utility bill** and **WHY**. Libraries have these form(s) and may be printed from our website, <https://www.pacecaa.org/energy-assistance>.