

Items needed to apply for Energy Assistance

ALL DOCUMENTATION MUST BE IMMEDIATELY PRIOR TO APPLICATION DATE!

- 1 month of pay stubs for anyone employed weekly 4 stubs, bi-weekly 2 stubs, monthly 1 stub
- Self employment worksheet for the last 6 full calendar months along with 1040 IRS form for last complete tax return filed
- Unemployment printout from DSS – ctdol.state.ct.us
- Workman's Compensation or Disability Insurance (short or long term)
- Pension or annuity check stubs – if can't find then previous year 1099
- Social Security, SSI or SSDI – NO 1099's
- DSS / SAGA / Cash Assistance – DSS budget worksheet
- Rental income, tenants' lease, copy of renter's check
- Alimony or Child Support – Divorce decree or Family relations court letter verifying amount and frequency; bank statement if direct deposit or letter from absent parent stating how much, how often. Needs to be signed, dated and have address and phone # of absent parent.
- Signed statements indicating frequency and amount from family or friends who are contributing to your household's support. Needs to have their address and phone #.
- VA award letter for veteran's benefits, including pensions or copy of check

VERIFICATION OF RENT OR MORTGAGE PAID

- Current mortgage bill
- Condominium common charges
- Rent receipt

ASSET VERIFICATION

- ALL PAGES of ALL ACCOUNT STATEMENTS** (NOT TRANSACTION HISTORY) to verify current account balance from every institution that you or your household members have an account with. Copies needed. Liquid assets include:
 - Savings accounts – including passbooks
 - Checking accounts
 - Stocks / Bonds / Shares
 - CD's / IRA's if over 59½ years old / Annuity
 - Debit card statement for unemployment, cash assistance, Social Security, etc.

SAFETY NET INFORMATION ~ don't include in file, may have to be verified

- Out of pocket medical expenses for a month – medical bills – co-pays, etc. paid out of pocket
- Property taxes paid
- Day care paid out
- Monthly insurance – auto, homeowners, renters or life insurance

OTHER ITEMS NEEDED with the application

- Food stamp award letter – copy needed
- DSS client ID number
- Social Security numbers for everyone on the application
- Electric bill – copy needed