

LIHEAP application basic required information

If you are missing any of the information required to process your application, the application will be mailed back along with a notice letting you know what is missing. We will not hold or save applications.

- **Utility Bills**

If the household has both electric and gas services you will need to provide copies of both bills, even if you are only getting assistance with one. If the household uses propane we will need a receipt of your last purchase, or the name of the company you use, account number, and the account holder's name.

- **I.D and Social Security card for everyone 18 and older living in the household**

Any of the following can be used as an I.D as long as it's a readable and valid copy:

- Arkansas Driver's License
- Birth Certificate
- School or Military I.D with photo
- Identification card for health benefits
- Voter Registration Card
- Pay check stub containing the name and address of the person.

If for some reason someone does not have their Social Security Card, any of the following can be used as long as it's readable:

- Copy of their Social Security Card
- Pay check stub containing persons S.S Number
- ITIN letter
- Any legal/medical paper work with their S.S number **Printed** on it
- Claim transaction from the Workforce office

*****We must have I.D, Social Security card, and a claims transaction from Workforce for anyone 18 and older living in the household stating no income *****

- **Proof of income for the month prior of date on application**

Earned Income: We will need all pay stubs with **Pay Dates (not pay period)** for the month **prior** of application date. If someone does not have all the needed pay stubs, they will need to have their employer fill out an office earning statement or have their employer print out an earning statement with their employers contact information included.

If someone is self employed we can use their recent Tax return as long as they filed as self employed the full year. If someone has done odd jobs or jobs they were paid in cash, they can have the person they worked for fill out an office earning statement.

Unearned Income: (Ex: Social Security, SSI, TEA, VA, HUD check, Unemployment, Child support, Workers comp, Retirement benefits, Pension, Etc.)

For unearned income we can use a current award letter showing what is received monthly. We can also use a recent bank statement showing the benefit amount received, as well as what is being received. The bank statement can not have anything blacked or marked out, and much show the full month.

Zero Income House Hold: If you are stating a zero income household on your application additional forms will be required. You will need a Zero Income Form, a Collateral Statement, and a Contribution Statement. (All forms can be found on our website www.ohcnwa.org) All house hold members 18 years and older will have to go to the Workforce office and obtain a claims transactions form. Additional information may be needed depending on your case.