

TRI-COUNTY COMMUNITY COUNCIL, INC.

YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THE REQUIRED DOCUMENTS LISTED BELOW

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH LIHEAP APPLICATION:

- A completed LIHEAP application
- Identity verification of all household members:
 - Picture ID (not less than 12 months expired) on all household members 18 years old and older and Children under 18 needs to have one of the following items listed below:
 - Driver's license/ID
 - Work or school ID
 - ID card from health benefits or another assistance or social service program
 - Voter registration card
 - Birth certificate
 - Family census card
 - Other reasonable sources that contain a photo and are third party verifiable
- Social Security Cards for all household members
- Income from all household members for the last 30 days (the income must be gross income from all sources)
 - Check stubs from employer (if self-employed or unemployed a self-declaration must be completed)
 - If household income is less than 50% of the Federal Poverty Guidelines a management statement must be completed
 - Social Security; SSI; Retirement; etc. current year award letter (cannot use bank statements for proof of these income)
 - Child support printout or original court order for child support (if not receiving must self- declare not receiving)
 - TANF letter showing amount of benefit
 - Any other income coming into the home
- Utility Bill (this must be the actual bill showing dates of services and kilowatts used)
Cannot be a disconnection notice with only the amount due. If you have more than one month of service in the total amount due, you must provide the additional utility bills that reflect those dates of service and kilowatts used

Please use the following LIHEAP Application check list to ensure you have all the required documentation to submit your LIHEAP Application:

- _____ Completed LIHEAP Application
- _____ Current Picture ID's or other required documentation for all household members
- _____ Social Security Cards for all household members
- _____ Proof of all household income for the past 30 days
- _____ Completed Self-Declaration (if applicable)
- _____ Management Statement (if applicable)
- _____ Utility Bill for all months of past due service