

TYPES OF ACCEPTABLE DOCUMENTATION

RESIDENCE (Where you now live)	
Current rent receipt with name and address of tenant and landlord or lease with name and address	Utility bill
Water, sewage, or tax bill	Mortgage payment books/receipts with address
Deed	Homeowners insurance policy
IDENTITY	
You must provide one or more of the following for each person in your household:	
Birth certificate	Social Security card
Baptismal certificate	Driver's license
School records	Marriage certificate
SOCIAL SECURITY NUMBER	
You must provide a valid Social Security Number for each member of your household. If a Social Security Number cannot be validated by the Social Security Administration, you will be required to provide proof of that Social Security Number. To prove a valid Social Security Number, please provide: Social Security card OR Official correspondence from Social Security Administration	
VULNERABILITY	
You must provide one of the following for proof of vulnerability for a vulnerable member of your household (children under 6 years of age, adults 60 years of age or older, or anyone with a disability):	
Birth certificate	Passport
Copy of benefit check	Driver's license
Baptismal certificate with date of birth	Written statement of eligibility for benefits
Award letter	
HEATING SITUATION	
If you pay a fuel or utility bill, bring a copy of your most recent fuel/utility bill or a statement from your vendor.	
If you do not pay for heat, bring a current rent receipt with name and address of tenant and landlord, lease with name and address, or statement from your landlord that indicates heat is included in your rent.	
INCOME	
Pay stubs for the most recent four (4) weeks	COPY OF MOST RECENT CHECK OR AWARD LETTER FOR THE FOLLOWING:
If self-employed, business records for the most recent three (3) months or your filed federal tax return for the current year, including all applicable schedules or prior tax year if you have not yet filed for the current year	
Rental income receipts for previous 12 months	
Child support or alimony checks	
Bankbook/dividend or interest statement	
Statement from roomer/boarder	
RESOURCES (For emergency benefit applications only)	
Cash Checking and/or savings account balances	IRA accounts
Stocks/bonds	Lump sums from sale of property or insurance settlements.
Time Deposit Certificates	

Applications for Heating Equipment Repair and Replacement require additional documentation. If you are applying for this component, you will be given a separate list of documentation you need to provide.