

HOME ENERGY ASSISTANCE PROGRAM CHECK LIST

Submit your application by mail, fax or as a walk-in:

Home Energy Assistance Program
1470 Civic Court, Ste. 200, Concord CA 94520
Phone: 925-681-6380 Fax: 925-229-6784

All HEAP applicants are responsible for providing the following documentation required by the State of California. Without the requested information, your application will not be processed and may be denied.

Please check each box once completed to ensure all documents are received in our office:

- 1. Complete and **SIGN** “Energy Intake Form” (CSD 43 11/2015)
- 2. Complete and **SIGN** “Statement of Citizenship or Non-Citizen Status” CSD 600 on **BOTH** sides.
- 3. Provide a copy of a birth certificate or green card verifying **legal status in the USA** for the person applying for assistance.
- 4. Provide a copy of your **current monthly** utility bill **PLUS** include your past due, 15-day or 48hr notice if one is received. Sending **only** your 15-day, 48-hour or shut off notice will **delay** your application process.
 - Current monthly utility bill, within 6 weeks from intake date, must have at least 22 billing days.
 - A current “Account Information Sheet” printed from your local PG&E office can be substituted showing the current charges and balance of your utility account.
 - The person's name on the PG&E bill must be 18 years of age or older. I.D. verification is required if name on utility bill is different from the name of applicant.
- 5. Copies of the total **GROSS MONTHLY INCOME** for **ALL** household members 18 years and older (must be within 6 weeks from intake date).
 - **If there is zero income**; a “Survey of Income and Expenses” form will need to be completed for each adult without income.
 - **If you are reporting zero income for a consecutive year**, a “Survey of Income and Expenses” form will need to be completed for each adult without income **PLUS** provide documentation of your living expenses (a letter from the person/agency that supports the applicant’s rental, food and/or utility expenses).
- 6. Complete and **SIGN** “Client Education Confirmation of Receipt” Form.
- 7. **IF APPLICABLE:**
 - Birth certificates or documentation verifying any children ages 0-5 in the household.
 - ID required for any household members 60 years or older.

****Upon receipt and review of your application, staff will contact you regarding your eligibility and status.**

For acceptable documents of legal status and proof of income see other side for details



Providing Proof of Legal Status

ACCEPTABLE PROOF:

► Citizenship status (if you were born in the USA):

- A copy of the birth certificate for **the person applying for assistance and all children under 5 years**
- A copy of your child's birth certificate **ONLY** if it states your name and **where YOU were born**
- A copy of your marriage license **ONLY** if it states your name and **where YOU were born**
- A copy of your U.S. passport
- Military Form DD 214; **IF** it states place of birth (*if form does not state place of birth, it will NOT be acceptable proof*)

► Naturalization status:

- A copy of your naturalization certificate
- A copy of your U.S. passport, showing your nationality as the United States of America (*must not be expired*)

► Alien status:

- A copy of both sides of your green card (*must not be expired*)
- A copy of any other document listed on the "Statement of Citizenship Status" Form

NOT ACCEPTABLE PROOF:

- Driver's license
- Social Security card
- Death Certificate
- Child's birth certificate or marriage certificate that does not state parent's/applicant's **birth place**
- Certificate of Baptism

Providing Proof of Income (*provide ALL that apply to you*)

- Income (total monthly gross) from **ALL household members 18 years and older**.
- Income must be current to within 6 weeks from the intake date and should cover a one-month period (Example, if you get paid once a week, send in 4 check stubs).
- All documents must be official, **no hand written information**.
- All documents must be **current (within the last 6 weeks from intake date)**.
- Ask a HEAP Representative for other acceptable income if it's not listed below.

► ACCEPTABLE PROOF OF INCOME:

- Paycheck stubs, odd jobs, self-employment, income & expenses report
- Welfare (TANF)
- Social Security (a letter from Soc. Sec. or a direct deposit statement of your bank account)
- Social Security Disability Income / State Disability Insurance award letter
- Spousal & child support award documents
- Workman's Comp check stubs
- Unemployment Insurance check stubs
- Retirement & Pension award letter or check stubs
- "Survey of Income and Expenses"; for every member in the household 18yrs or older with NO Income.