



HEAP REQUIRED DOCUMENTS

To process your HEAP application, the following documents must be made available at the time of your appointment.

(Please note: The office does not make document copies. You must provide your own copies. Incomplete applications will not be accepted.)

1. Completed HEAP Application.

2. Proof of total household income for the past 30 days.

Household is anyone living in the home over the age of 18 years old.

Anyone living in the household claiming \$0 income must complete a Certification of Income and Expense Form and provide documentation on how bills are being paid. Failure to supply sufficient documentation may result in application being denied. If you are self-employed, please call the office for required documents.

3. Copy of ALL energy related utility bills.

This includes: Electricity (all pages of the bill), Propane, Wood, Pellets, or Kerosene. Please note: If applicant is applying for utility assistance and the primary bill is over \$1000.00, the applicant must call the office to check on eligibility guidelines.

4. Copy of Applicant's Birth Certificate.

5. Signed Client/Customer Consent Form.

Applicants not named on the primary utility bill for which they are applying for must fill out a Client/Customer Consent Form. In addition, the person named on the utility bill must sign the form. Forms are included in the application.

For questions, please call 530-621-6150.