

We ask that you provide the following information and paperwork. Delivering all of the proper documentation is crucial to the timely processing of your application.

- a. For each household member, date of birth and social security number with legal name.
- b. Most recent electric bill.
- c. Your fuel vendor account number (if applicable).
- d. Verification of gross income for each person 18 years and older for the current month as well as the three previous months.
- e. If a household member has received self-employment or rental income in the past year: the current years signed federal tax return with all schedules. If you rent: a current, signed lease with landlord's name address and phone number.
- f. If you are currently living in subsidized housing: your recertification forms with an effective date prior to date of your telephone interview.

Please let us know if you have questions or need assistance in obtaining documentation.