

Documentation

2011- 2012 Connecticut Energy Assistance Program

To avoid denial, all documentation must be brought to your appointment. If you are denied, you can only re-apply at ABCD in Bridgeport.

Please bring the following:

- √ **Date of birth** for all household members
- √ **Social Security** cards for all household members
- √ For applicants who **Rent**:
Current rent receipt or cancelled rent check or money order rent receipt
- √ For applicants who **Own** their home:
Current mortgage payment statement or cancelled mortgage check
- √ For applicants who heat with **OIL**:
Name of oil company
Most recent UI bill
- √ For applicants who heat with **ELECTRIC or GAS**:
Most recent United Illuminating (UI) bill or Southern Connecticut Gas bill in its entirety and in the applicant's name

ASSET VERIFICATION

In order to verify your current account balance(s), you must bring current statements in their entirety from every institution that you or any other household member(s) have an account. This includes assets in checking and savings accounts, stock/shares, bonds, CDs.

INCOME VERIFICATION

If you have no income, you will complete a Zero Income form at your appointment.

Employment

- √ Pay stubs

Four pay stubs if paid weekly; two pay stubs if paid semi-monthly; one pay stub if paid monthly for the period immediately prior to the date of application. If you are missing any pay stubs, you must bring in a letter from your employer on letterhead stating the gross wages for the missing pay period. All pay stubs must have a name and social security number imprinted on them.

Self-Employment

- √ Notarized Self-Employment Worksheet. This will be mailed to you with your confirmation letter. The form must document the six calendar months prior to the date of application. This form must be notarized and submitted at your appointment.
- √ Current Income Tax Form 1040 Schedule C and all relevant Schedules (C, D, S, E, K, etc.)
- √ Balance sheet showing how your self-employment earnings supported your household

Bring a current copy of your 1040 IRA form including all relevant Schedules (C, D, S, E, K, etc.) and a balance sheet showing how your self-employment earnings supported your household.

Unemployment

- √ Benefit payment history printout or Verification of Unemployment Benefits (Form W-1107)
- Prior to your appointment, you can pick up your benefit payment history printout at the Department of Labor (2 Lafayette Square, Bridgeport) or you can download it from the Connecticut Department of Labor (DOL) website at www.ctdol.state.ct.us.

Worker's Compensation or Disability Insurance (short term or long term)

- √ Worker's Compensation Statement indicating benefits and period covered.

Social Security and/or Supplemental Security Income (SSI)

- √ Copy of the check or TPQY (computerized form) or SSA Form 2458 or a statement or letter from the bank indicating the monthly amount deposited.

Department of Social Services (DSS)

Cash Assistance and/or State Administered General Assistance (SAGA)

- √ Current DSS Budget Letter indicating the grant amount the household receives.

Food Stamps

- √ DSS Budget Letter indicating notice of food stamp award with amount.

Contributions

- √ Signed statements from friends or relatives who are contributing to your household's support. The dollar amount paid to you must be indicated and the time period.

Alimony/Child Support

- √ Divorce decree or letter from lawyer or letter from Family Relations Court stating the amount and frequency of alimony and/or child support or child support enforcement letter or printout or bank statement if payments go directly to the bank or written statement from legally liable relative if voluntary cash support payments are made directly to you.

Pension/Annuity

- √ Copy of pension/annuity check or check stub or a letter from the payer on their letterhead or a bank statement indicating direct deposit amount.

Dividend/Interest

- √ If more than \$10.00 per month, current statement showing dividend/interest posted to each account for the preceding month or a letter from your bank.

Rental

- √ For rental income, rent stubs or copy of rent checks received in past four weeks or tenants' lease.

Veteran's Benefits

- √ Veteran's Administration (V.A.) award letter or copy of check or bank statement indicating direct deposit amount.

1099 or W-2 are not acceptable forms of documentation.