 **LIHEAP Application Required Information**

**We will not be able to process your application if you are missing any of the required documentation.**

**You are responsible for obtaining copies of all the needed documentation. The list on the front of the application is NOT a complete list. You must use this list.**

* **Utility Bills**

Provide copies of your current electric and gas bills if you have both services. (The bills must show the account holders name, account number, and service address) If you have propane, provide your propane companies name and account number. (Provide a bill or receipt of last purchase if you have one)

* **I.D and Social Security cards**

We must have copies of I.Ds and Social Security cards for all adults 18 years and older living in the household. Children 17 and younger you will need to provide their full social security numbers on the application. (Newborns without a social security number, please provide a copy of their birth certificate)

**Any of the following can be used as an I.D as long as it’s a legible and valid copy:**

* Arkansas Drivers License
* Birth Certificate
* School or Military I.D with Photo
* Health Benefit Identification Card
* Voter Registration Card
* Paycheck stub containing person’s name and address

 **If someone does not have their Social Security card, any of the following can be used as long as it’s legible:**

* Paycheck stub containing person’s name and full S.S number
* ITIN letter
* Any legal/medical paperwork with their S.S number **Printed** on it
* Claim transaction from the Workforce office
* **Proof of income**

**Earned Income:** We will need all pay stubs with **Pay Dates (not pay period)** for the **month prior** of application date. If someone does not have all their pay stubs, they will need to have their employer fill out an office earning statement or have their employer print out an earning statement with their employer’s contact information included.

If someone is self-employed, we could use their recent Tax return if they filed as self-employed. If someone has done jobs where they were paid in cash, they will need to have the person they worked for fill out an office earning statement.

**Unearned Income:** (Ex: SSA, SSI, TEA, VA, HUD, Unemployment, Child support, Workers comp, Retirement benefits, Pension, Etc.)

For unearned income weneed a current award letter showing what is received monthly. We can also use a recent bank statement showing the benefit and amount received. The bank statement cannot have anything blacked or marked out and must show the full month.

**Zero Income Household:** If you are stating zero-income, you will be contacted for an interview. Additional information and forms may be needed depending on your case.