**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**

* **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 we will need copies of their social security cards only. (Newborns with out 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 readable and valid copy:**

* Arkansas Drivers License
* Birth Certificate
* School or Military I.D with Photo
* Health Benefit Identification Card
* Voter Registration Card
* Pay check stub containing persons name and address

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

* Pay check stub containing persons 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 employers contact information included.

If someone is self employed we can use their recent Tax return as long as 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 can not have anything blacked or marked out, and must show the full month.

**Zero Income House Hold:** If you are stating a zero income household on your application additional forms will be required. You will need a Zero Income Form, Collateral Statement, and a Contribution Statement. (Contact our office for forms) Additional information may be needed depending on your case.

**\*\*\*Anyone 18 and older not employed must provide a claim transaction from the Workforce office. If the individual is enrolled in school and is not employed we must have their school transcript or schedule\*\*\***