



Dear Energy Assistance Applicant,

Enclosed, you will find your application for the 2017-2018 Energy Assistance Program. Please read through all of the information included inside this packet. Once you have read the information, you may complete the application. Before you send it in, please be sure you have included the items listed below:

1. Application form - Filled out **completely** for each household member, signed, and dated.
2. Income documentation for the past 3 months. Refer to the back of this letter to see acceptable documentation for various income types. **Please note: all adults in the household not receiving a fixed monthly benefit will need to fill out and sign a Release of Information from the Indiana Department of Workforce Development. One copy of this form is included in this packet; contact your local SCCAP office if you need additional copies.**
3. Most recent electric and heating utility bills.
4. Social Security cards for each household member. If you do not have a copy of your Social Security card, we can accept any other federal form that displays your name and full Social Security number, but only if it is accompanied by a copy of a state-issued or federally-issued photo ID. **At this time, we are advising all clients to obtain official copies of their Social Security cards.**
5. Completed and signed Landlord Affidavit Form, if you rent your home. This includes homes owned by a family member who does not reside in the household. If you own your home, please submit proof of home ownership.
6. Copy of photo identification (e.g., driver's license) for the person signing the application.

Once the application has been completed and all of the required information has been gathered, please send the documents and the application to the Monroe County SCCAP office. We request that you please do not staple any of your documents together. A completed copy of your application and a notification letter will be sent to you upon processing. Should your application be denied, and you do not agree with the reasons for the denial, you may appeal the decision to SCCAP for review. If you are not satisfied with the determination, you may request further review from the State of Indiana by submitting an Applicant Notification Form to the Indiana Housing Community Development Authority.

**IMPORTANT:** Please continue to make payments on your utility bills each month. The State Moratorium does not begin until December 1st. Prior to that date, utilities *could* be turned off for non-payment. Submission of an application does not guarantee qualification for the program. It may take up to sixty days to process your application, and we cannot make a pledge or promise to pledge for your account to any utility provider before processing is complete.

**If you are mailing your application, please mail it directly to the Monroe County office, regardless of your county of residence.** If you have any questions or have trouble completing the application, please call your local SCCAP office.

Thank you,

SCCAP Energy Assistance Staff

All SCCAP services are provided without regard to race, age, color, religion, sex, disability, national origin, ancestry, or status as a veteran.

### Income Documentation Table

Type of Income	Documentation Needed	Also Acceptable
Employment	Most recent pay stub showing gross income and Workforce Development Release of Information form. <b>(must have both)</b>	Employer's Statement (including most recent 3 complete months gross income, dates of employment, and employer's signature and phone number)
Social Security	Current Award Letter preferred	Current Bank Statement (if direct deposit)
SSI	Current Award Letter preferred	Current Bank Statement (if direct deposit)
Veterans Benefits	Current Benefits Statement preferred	Current Bank Statement (if direct deposit)
Unemployment	Workforce Development Release of Information form.	
TANF	Print-out for last 3 months from FSSA	(Not counted but must be documented.)
Pension/Retirement	Current Benefits Statement preferred	Current Bank Statement (if direct deposit)
Interest/ Dividends	Current statement showing monthly benefit.	
Self Employment	IRS Tax Form 1040 with all Schedules attached if you filed as self-employed for the most recent tax year and Workforce Development Release of Information form. <b>(must have both)</b>	
Rental Property	IRS Tax Form 1040 and all Schedules attached showing income from rental property for the most recent tax year and Workforce Development Release of Information form. <b>(must have both)</b>	
Zero Income	Zero Income Affidavit and Wage Inquiry from Department of Workforce Development.	Please contact our office for the Zero Income Verification Affidavit
Odd jobs (incidental income)	Zero Income Affidavit along with written statement from any payers (including dates of payment and payer's signature and contact information) for the past 3 months. We must also obtain a Wage Inquiry from the Department of Workforce Development.	Please contact our office for the Zero Income Verification Affidavit
Student Loans/ Grants/Awards	Proof of all grants, loans and awards for the last 3 months and class schedule.	(Not counted but must be documented.)

In order to obtain a Wage Inquiry and Unemployment Statement from the Department of Workforce Development, each household member will need to complete and sign a separate Release of Information form. SCCAP will obtain the Wage Inquiry on the applicant's behalf. Please contact your local SCCAP office for another copy of this release form if needed.

**The Wage Inquiry will be required of all household members over 18 except those who receive Social Security, SSI, or Pension/Retirement, or are still in high school.**

Important: If you have income from a source not listed here, please call the local SCCAP office and speak with an Energy Assistance caseworker to determine what documentation is needed.