



Dear Energy Assistance Applicant,

Here is your application for the 2016-2017 Energy Assistance Program. The EAP program has CHANGED! Here's what you need to know:

1. Application form - Fill out the form **completely!** Answer every question for each person who lives in your home. Be sure to sign the application on the back.
2. Proof of income for the past 12 months. **IMPORTANT CHANGE:** This year, anyone 18 or over, who **DOES NOT** receive Social Security, SSI, Pension/Retirement, or is still in high school, **MUST fill out a Release of Information from the Indiana Department of Workforce Development. One copy of the form is included in this packet. If you need more forms you can make copies, call us, print it out from our webpage, or stop by your local SCCAP office.**
3. Most recent electric and heating utility bills.
4. Social Security cards for each household member. **Everyone living in your house needs an official copy of their Social Security cards.** If you don't have a copy of your Social Security card, we can accept any federal form that displays your name and full Social Security number AND a copy of a state-issued or federally-issued ID.
5. Renters: Completed and signed Landlord Affidavit Form. If you live in a home owned by a family member -you **MUST** fill out the Landlord Affidavit.
6. Home Owners: please submit proof of home ownership.

**What to do next:**

1. Complete your application
2. Make copies of all required documents, send SCCAP the COPIES and your completed application.
3. **Do not staple documents together!**
4. Send your EAP application packet to:

SCCAP Energy Assistance Program  
1500 West 15<sup>th</sup> Street  
Bloomington, Indiana 47404

**Please do not send an incomplete application packet. We can only accept complete applications, and will return incomplete applications**

**Remember:** it can take up to SIXTY days for your application to be processed. Once your application has been processed, we will send you a notification letter and a copy of your application.

**IMPORTANT:** Please continue to make payments on your utility bills each month. Submission of an application does not guarantee you qualify for the program. SCCAP cannot make a pledge or promise to pledge for your account to any utility provider before processing is complete.

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

## Income Documentation

What we need:

What you can use:

	Type of Income	Documentation Needed	Also Acceptable
	Employment	Most recent pay stub showing gross income and Wage Inquiry from Department of Workforce Development* ( <b>must have both</b> )	Employer's Statement (including most recent 12 months gross income, dates of employment, and employer's signature and phone number)
	Social Security	Current Award Letter	Current Bank Statement (if direct deposit)
	SSI	Current Award Letter	Current Bank Statement (if direct deposit)
	Veterans Benefits	Current Benefits Statement	Current Bank Statement (if direct deposit)
	Unemployment	Unemployment statement and wage inquiry from Department of Workforce Development*	
	TANF	Print-out for last 12 months from FSSA	
	Pension/Retirement	Current Benefits Statement	Current Bank Statement (if direct deposit)
	Interest/ Dividends	Current statement showing monthly benefit.	Current Bank Statement (if direct deposit)
	Self-Employment	IRS Tax Form 1040 with all Schedules attached if you filed as self-employed for the most recent tax year. We must also obtain a Wage Inquiry from the Department of Workforce Development.	
	Rental Property	IRS Tax Form 1040 and all Schedules attached showing income from rental property for the most recent tax year. We must also obtain a Wage Inquiry from the Department of Workforce Development.	
	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 a written statement from any payers (including dates of payment and payer's signature and contact information) for the past 12 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 12 months and class schedule.	(Not counted but must be documented.)

**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.

Thank You,

The SCCAP Energy Assistance Staff