

CHECKLIST OF REQUIRED DOCUMENTATION FOR ENERGY ASSISTANCE PROGRAMS

IN ORDER TO ENSURE THAT YOUR APPLICATION IS PROCESSED AS QUICKLY AS POSSIBLE, IT IS NECESSARY THAT YOU SUBMIT ALL OF THE INFORMATION INDICATED BELOW. SUBMIT THE FOLLOWING ITEM(S) WITHIN TEN (10) DAYS:

I. INCOME DOCUMENTATION

- Your four (4) most recent consecutive weekly paystubs, two (2) consecutive bi-weekly or semi-monthly paystubs or one (1) monthly paystub OR, if these are not available, you may bring a statement from your employer on company letterhead signed by either the employer or the payroll department, stating your gross wages for the last four (4) weeks. (Paystubs will only be accepted if they list your name and/or Social Security number.)
- Since you are self-employed, a *notarized* Self-Employment Worksheet for the last six (6) or twelve (12) full calendar months and your most recently filed 1040 IRS form including all relevant schedules (C, D, E, SE, K, etc.).
- Report of Confidential Social Security Benefits, Form 2458, available at the local Social Security office, OR a copy of your Social Security or Supplemental Security Income (SSI) check, OR a statement from the bank if you have a direct deposit, OR your most recent Social Security Award Notice, Form SSA-4926SM.
- Pension or annuity check stubs, OR a letter from the payor on the letterhead of the payor stating the gross amount.
- Since you are unemployed, the printout of Unemployment Compensation Benefits from the Department of Labor (DOL) or from the DOL website at: www.ctdol.state.ct.us.
- Workman's Compensation or Disability Insurance (short term or long term) statement showing benefits and the period covered.
- Rent receipt(s) for rental income, OR your tenant's lease, OR photostatic copies of check(s), OR statement(s) from tenant(s) verifying rent.
- V.A. Award Letter for Veteran's Benefits (including pensions), OR a copy of the check, OR a statement from the bank if you have direct deposit.
- Dividend and interest statements for the most recently completed period (if more than \$10.00 per month).
- Divorce decree or Family Relations Court letter or lawyer statement verifying 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 bank account, OR statement from legally liable relative if voluntary cash support payments or alternate means of support in lieu of child support payments are made directly to you.
- Statement(s) indicating the amount and frequency of payments from friends or relatives who are contributing to your household's support, signed by them.
- Current utility bill if you heat with gas or electricity. Verification from the utility company if you recently moved and have not yet received a bill.

II. VERIFICATION OF DISABILITY

- Since you or some member(s) of your household has a disability that cannot be verified by sight, you must have the provided medical certificate signed and stamped by a physician verifying the disability.

III. DOCUMENTATION OF RENT FOR RENTAL ASSISTANCE APPLICANTS

- It will be necessary for you to bring in proof of what your current rent is as evidenced by your lease, a copy of a check OR a current rent receipt or current housing notification. (Rent charges may be verified with your landlord).

V. ENERGY BURDEN

- Copy of your household's current electric bill.

VI. OTHER

- _____

ANY AND ALL DOCUMENTATION PROVIDED BECOMES THE PROPERTY OF THIS AGENCY. IF YOU WANT TO KEEP YOUR DOCUMENTATION/VERIFICATION, YOU MUST MAKE YOUR OWN COPY.

SHOULD YOU FAIL TO SUBMIT YOUR DOCUMENTATION/VERIFICATION WITHIN TEN (10) DAYS, IT MAY NOT BE POSSIBLE TO PROCESS YOUR APPLICATION WITHIN THE REQUIRED TIME LIMIT, AND AS A RESULT YOU MAY NEED TO RE-APPLY.

Applicant's Signature

Worker's Signature

Date

Application Number

AFFIDAVIT CERTIFYING NON-RECEIPT OF CHILD SUPPORT PAYMENTS

I, _____, AFFIRM THAT I OR ANY MEMBER OF MY HOUSEHOLD **HAVE NOT RECEIVED CHILD SUPPORT INCOME FROM ANY SOURCE, INCLUDING DSS OR SOCIAL SECURITY**, FOR ANY OF THE CHILDREN LISTED BELOW FOR THE PAST FOUR (4) WEEKS.

CHILD SUPPORT IS NOT BEING PAID FOR THE FOLLOWING CHILD(REN):	NAME OF THE ABSENT PARENT RESPONSIBLE FOR PAYING CHILD SUPPORT

LIST THE BILLS, SERVICES, CHILDCARE, OR OTHER PAYMENTS THAT THE ABSENT PARENT PROVIDES ON BEHALF OF YOU AND THE CHILD(REN) IN LIEU OF REGULAR CHILD SUPPORT INCOME, AS WELL AS A FAIR MARKET VALUATION OF NON-MONETARY CONTRIBUTION(S).

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I HEREWITH AUTHORIZE THE STATE OF CONNECTICUT DEPARTMENT OF SOCIAL SERVICES, OR ANY PERSON OR PERSONS DULY AUTHORIZED BY IT, TO VERIFY ALL FINANCIAL INFORMATION PERTAINING TO ME OR ANY MEMBER OF MY HOUSEHOLD WITH MY/THEIR EMPLOYER(S), BANK(S), CREDIT UNION(S), LOAN COMPANY(IES), OR ANY OTHER SOURCE.

I UNDERSTAND THAT FAILURE TO REPORT ACCURATE INFORMATION WILL RESULT IN MY BEING DISQUALIFIED FROM RECEIVING ENERGY ASSISTANCE FOR THE REST OF THE CURRENT PROGRAM YEAR AND FOR THE FOLLOWING TWO YEARS AND I AGREE TO REPAY THE ENERGY PROGRAM FOR ANY BENEFITS RECEIVED FOR WHICH I AM DETERMINED INELIGIBLE.

I CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS TRUE AND CORRECT.

SIGNATURE OF APPLICANT

DATE

Case number _____

SELF-EMPLOYMENT WORKSHEET

A. BUSINESS OWNER'S NAME	B. SOCIAL SECURITY NO.
C. BUSINESS NAME	D. TELEPHONE NO.
E. BUSINESS ADDRESS (No. and Street)	(City/or Town)
(Zip Code)	
F. MAIN BUSINESS ACTIVITY	
G. ACCOUNTING METHOD (check appropriate box) <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL <input type="checkbox"/> OTHER (specify) _____	H. TIME COVERED BY REPORT (last 6 or 12 full calendar months) From ___/___/___ To ___/___/___
I. INCOME	
1. a. Gross receipts or sales..... b. Returns and allowances..... c. Balance (subtract 1b from 1a)..... 2. Cost of goods sold (taken from Part J, line 10 below)..... 3. Cost of operations (taken from Part K, line 15 below)..... 4. Gross profit (subtract the sum of lines 2 and 3 from line 1c)..... 5. Other Income (specify)..... 6. TOTAL INCOME (add lines 4 and 5).....
J – COST OF GOODS SOLD	
7. Inventory/job-related supplies at beginning of period..... 8. a. Purchases..... b. Cost of items withdrawn for personal use..... c. Balance (subtract line 8b from 8a)..... 9. Inventory/job-related supplies at end of period..... 10. Cost of goods sold (subtract line 9 from the sum of lines 7 and 8c).....
K – COST OF OPERATIONS	
11. Cost of labor (do not include salary paid to yourself or other household members)..... 12. Business insurance..... 13. Rent / mortgage (if business address is different than residential address)..... 14. Utilities / telephone (if business address is different than residential address)..... 15. Cost of operations (add lines 11 through 14).....

I HEREBY CERTIFY that all the information presented above on this "WORKSHEET" is accurate and complete to the best of my knowledge and belief and that I understand that the provision of false, fraudulent or misleading information is punishable by law.

SIGNATURE OF BUSINESS OWNER

SIGNATURE OF NOTARY

DATE NOTARIZED _____

NOTARY EXPIRATION DATE _____

SEAL

**VERIFICATION OF INCOME FROM
FRIENDS OR RELATIVES**

Case #: _____ Application Date: _____

Applicant's Name: _____

I hereby swear/affirm that I contribute the sum of \$ _____

_____ Weekly

_____ Bi-Weekly

_____ One Time

_____ Monthly

_____ To help support the above applicant

_____ To help support the child/children listed below (list first & last name)

Signature of the Payor

Date

Address

City

State

Zip

Telephone #

**** PLEASE NOTE: FORM MUST BE FILLED OUT BY PERSON GIVING FUNDS**
REVISED: 7/31/12 HB