YOU are responsible for providing the required information that applies to you and your household. These items are required whether you receive these benefits or not.

- **Proof of Identity**
  - Acceptable forms of ID include (but are not limited to):
    - Driver’s License
    - Birth Certificates or Similar Documents
    - Work or School Identification Card
    - Identification Card for Health Benefits or Other Assistance
    - Voter Registration Card
    - Pay Check Stubs Containing the Name of the Person

- **Proof of income for all household members 18 years or older for the previous month**
  - This includes all check stubs that have a pay date in the previous month.
  - If check stubs are not available, an earnings statement must be completed by your employer.

- **Proof of unemployment for all household members 18 years or older that are unemployed**
  - This is required even if you do not receive any unemployment benefits.
  - You will need to go to the unemployment office and they can print out what you have or have not received in the last month. Please note that you will need 2 forms of ID to obtain printout.
  - If you have lost your job within the last 60 days we will need an unemployment printout in addition to a statement from your employer that states your last date of employment and any income that was received in the previous month.
  - If anyone is a full time student who is unemployed they will also need a letter from the school stating that he or she is a full time student.

- **Proof of Social Security, Retirement, Pensions, Workman’s Comp, or Disability**
  - You will need a copy of your award letter for the current year.
  - We cannot accept a copy of your bank statement.
  - To request your SS or SSI award letter, go to www.socialsecurity.gov/beve or call 1-800-772-1213.

- **Proof of utility allowance**
  - If you live in government housing or receive rental assistance we need a letter from the Housing Authority that states whether or not you receive a utility reimbursement check.
  - Even if you do not receive a reimbursement check each month we still need a letter from them stating you do not get one.

- **If you have no income**
  - We need proof of how you have been paying your bills. If someone has helped you, we need a contribution statement completed from each person who helped you in the previous month.
  - We also need you to get an unemployment printout for all household members who are 18 or older.

- **Copy of Electric Bill**
  - This must be the top portion of your bill showing the name the account is under and the service address.
  - Pay stubs from a bill will not suffice.

- **Copy of Bill associated with heating the home (if home is not all electric)**
  - This must be the top portion of the bill showing the name the account is under and the service address.
  - Pay stubs from a bill will not suffice.
  - Receipt from Propane or Wood purchase are acceptable.

We MUST have Social Security Numbers and Birthdates for ALL Household Members