

OZARK OPPORTUNITIES, INC.

Low Income Home Energy Assistance Program

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
- **Copy of Social Security Cards or Proof of Social Security Number for ALL Members of the Household**
 - Acceptable forms of proof include:
 - Copy of Social Security Card
 - Copy of Application for Duplicate Social Security Card
 - Copy of Printout Showing Name and Social Security Number from Social Security Portal Located at <http://www.ssa.gov/myaccount/>
 - Military ID Card
 - Paycheck Stubs Showing Name and Social Security Number
 - School Records
 - Selective Service Card
 - Social Security Administration Printout
 - State ID Card
 - W-2 Form (no other tax forms acceptable)
 - If a household member is under the age of 1 year old and a Social Security Card is not yet Available, One of the Following will be Required:
 - Copy of Birth Certificate
 - Copy of Baptismal Record (place and date of birth must be reflected)
 - Copy of Clinic, Doctor or Hospital Records
 - Copy of Day-Care or Nursery School Record
- **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 Child Support if Both Biological Parents are Not in the Home**
 - This should be provided by the source providing the income unless it puts your safety at risk.
 - Court documents or divorce decree stating the amount of child support received may be used for verification.
 - This is required even if you do not receive any child support or have an open case.
 - We also need a statement from DHS that states whether or not you receive TEA/Work Pays.
- **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 a 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 former 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.

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- **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 <https://www.ssa.gov/myaccount/proof-of-benefits.html> or call 1-800-772-1213.
- **Proof of Utility Allowance**
 - If you live in government housing or receive rental assistance we need a statement declaring the amount of the allowance received.
- **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 years old or older, these can be obtained from the Arkansas Department of Workforce Services.
- **Copy of Electric Bill**
 - This must be the top portion of your bill showing the name the account is under and the service address.
 - If the name the bill is under is not yourself or a member of the household, please include an explanation of who the person is in relation to you.
 - Pay stubs from a bill will not suffice.
- **Copy of Bill(s) Associated with Heating the Home (if home is not all electric)**
 - This must be provided for both primary heating source and secondary heating source (if applicable).
 - This must be the top portion of the bill showing the name the account is under and the service address.
 - If the name the bill is under is not yourself or a member of the household, please include an explanation of who the person is in relation to you.
 - 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