



## Application Check List

***Please do not mail or drop off your application unless you have included everything on this list.***

### ✓ ***Did You Remember To...***

- Sign the back of your application?
- Include documentation of the last four weeks of income for all members 18 and older? If receiving Social Security, please include the annual letter.
- Include an Adult with No Income Form if an adult in your household does not have income?
- Include your most recent gas or deliverable fuel bill, along with your most recent electric bill?
- Include proof of residency such as a copy of your rental agreement, mortgage or utility bill?
- Provide copies of Social Security number documentation for everyone in your household for new applicants? Please contact your Community Action Agency if this is not available.
- Provide copies of photo identification for adults in your household who are 18 years or older if new applicants?
- Provide copies of birth certificates for all children who are under 18 years old if new applicants?

***Please note that we cannot process an application with missing documentation. The policy is to return the application and documentation back to the applicant until it is complete. If you have any questions, please reach out to your Community Action Agency if you have any questions about what to include with your application. A list of the agencies and the areas they serve is on the reverse side.***

Your application may take up to 60 days to process, your patience is appreciated.