



## RHODE ISLAND DEPARTMENT OF HUMAN SERVICES

### Dear Heating Assistance Applicant,

The Low-Income Home Energy Assistance Program (LIHEAP) is administered through the RI Department of Human Services in partnership with your local Community Action Agency. Our mission is to assist Rhode Islanders in managing their home energy needs.

Since you received LIHEAP assistance last year, your local Community Action Agency is now sending you this **renewal application form for the 2018-2019 heating season**, which starts in November. If you want to apply for heating assistance for the heating season starting in November 2018, you must **update and sign** the enclosed form and **return the completed form along with copies of the required documents** to the agency that has sent you this letter and form.

The documents that you must submit serve as proofs of **Energy Expense, Identity, Residence, and Income** and they are listed below. If you need help completing the form, contact the agency for assistance. Please remember that it is against the law to give false information or to withhold information when applying for heating assistance.

### Required Documents:

#### Proof of Energy Expense

- a copy of your most recent heating and electric bill with the Applicant or Household Member name and address.
- If your heat is included in your rent, provide a copy of your lease or complete a Landlord Information Form, which can be obtained from the Agency

#### Proof of Identity

- A Photo ID of the Applicant
- Social Security Numbers for the Applicant and each Household Member along with proof of the Social Security Numbers. Such proof may be a copy of Social Security cards or any official government agency document that has the Social Security Number on it.
- For each Household Member besides the Applicant, provide one of the following documents:
  - Official Birth Certificate
  - A driver's license
  - State identification card
  - U.S. Military photo identification
  - United States Passport
  - Any official document from a government agency
  - Certificate of U.S. Citizenship
  - Certificate of Naturalization

**Note on Social Security Numbers:** LIHEAP assistance is given to U.S. citizens, permanent legal residents, and qualified aliens. If an Applicant/Household Member does not have a Social Security Number but claims to be a U.S. citizen, permanent legal resident, or qualified alien, the

Applicant/Household Member may furnish the agency with a document establishing legal status within the United States.

### **Proof of Residence**

- Utility bills, deliverable fuel bills, cable bills
- Copy of a mortgage statement or a copy of a property tax bill.
- Copy of the lease or rental agreement or the Landlord Information

### **Proof of Income**

**You must report gross income for the past four (4) weeks.** Documents required depend on the type of income:

- **Wages:** copies of check stubs with the employee name and address.
- **Temporary Disability Income or Unemployment benefits:** copy of the award letter with beneficiary name, benefit amount and benefit period OR a statement from the Electronic Benefit Card account OR copy of bank statement
- **Fixed Income** such as **SSDI, SSI, RIWorks:** A copy of the award letter with the recipient's name, address and benefit amount, OR a Bank Statement, OR a copy of form 1099-SA, OR a statement from the Electronic Benefit card account, OR check stubs
- **Self-Employment:** - Current tax returns are required, along with the Declaration of Self-Employment Form, which can be obtained from the Agency
- **Pension or Retirement Income:** - copies of check stubs, or award letter, or direct deposit notifications, or a copy of form 1099-R
- **Alimony and Child Support:** Documents required for alimony and child support must indicate the amount and frequency of the payments. Acceptable documents include a copy of one of the following:
  - Court order or the most recent amendment
  - Letter from the attorney of record or legal agency representing the Applicant or household member detailing the support terms. The letter must be on the attorney's or legal agency's letterhead.
  - Notarized letter from the support source.
  - Alimony or child support checks received for the last three months
- **Rental Income:** copies of rental receipts provided to tenants OR a written statement from each tenant indicating the amount of rent paid per rental period (yearly, monthly, weekly), OR a completed and notarized Rental Income Form. Contact the Agency to obtain a Rental Income Form.
- **Support from Family and/or Friends:** A notarized letter or a Support Form must be completed by the support source and submitted with the application. Contact the Agency to obtain the required Support Form.
- **Dividend or Interest Income:** – Interest income in excess of \$500 a year must be reported. Acceptable documents include copies of bank statements OR a letter from the bank, on bank letterhead, signed and dated by an authorized representative, OR a copy of the most recent IRS form 1099-INT Schedule B.

If you or any member of your household has an income type that is not addressed above, please call the Agency for instructions regarding required documentation.

**NOTE:** Any Applicant or household member 18 or older, claiming no income is required to complete and sign a "Dependent Adult Household Member Statement". Please contact the Agency to obtain this form.