PALM BEACH COUNTY

Low Income Home Energy Assistance Program
LIHEAP
CHECKLIST OF INFORMATION

To: _____   Staff: _____

All information that applies to your household must be submitted before your application or services can be completed.

IDENTIFICATION INFORMATION-<mark>ORIGINALS</mark>

- o Photo ID (Applicant Only)
- o Social Security Card(s) for you and each family member
- o Birth Certificate (Household members 18 yrs. and under)
- o Verification of address if your I.D. is different from the FPL service address
- o Electric Bill – Regular, Late Notice or Final Notice (Automatic Bill Pay for HEA Payments only)

INCOME INFORMATION

IF WORKING:

- o Current Gross Earnings for the last thirty (30) days for all household members that
- o are employed (Last 2 current check stubs if paid biweekly; last 4 check stubs if paid weekly)
- o Copy of Last Year's Filed Tax Return Schedule C (self-employed only).

IF NOT WORKING:
- o ALL household Adults 18 yrs. & older WILL NEED:
  - Social Security Wage History

  - Unemployment Wage Transcript *(If you worked in the last 2 years and earned MORE than $6000.00)* (Please call 1-800-204-2418)
  OR
  - Adults 18 - 25 yrs. in school, must verify that they are a full-time student

OTHER SOURCES OF INCOME:

- o SOCIAL SECURITY BENEFITS (SSA, SSI/SSD)- A current letter, printout, or statement of monthly income from Social Security Office, Cash Assistance – DCF
- o PENSIONS: A current letter, printout or statement from benefit provider (Veteran's Administration; Worker's Compensation; Short-term disability; Long-term disability)
- o DCF ASSISTANCE: Cash Assistance/Food Stamp (Award Letter /Benefit Printout)
- o CHILD SUPPORT:
  - Provide proof of child support documentation for each absent or non custodial parent or documentation that a child support application has been started, if there is not a current child support history.
  OR
  - Notarized statement of agreement with each absent or non custodial parent
- o Housing Certificate or Section 8 (we need the Utility Allowance **NOT** copy of lease.