

ATTENTION **HEAP** Clients

You MUST have the following with you before applying

Proof of income for EACH ADULT for the last 13 weeks/3 months

- Wages – pay stubs or a printout from employer
- Court ordered child support – printout from agency (*even if NOT received*)
- Social Security / SSI –award letter or copy of check/bank statement
- TANF/OWF benefits –printout from agency
- Unemployment – letter including the weekly amount/printout
- Utility Allowance – metropolitan housing contract
- Self employed – most recent year's IRS form 1040 with Schedule C (*would prefer Quarterly Statement showing profit/loss*)
- If "Zero" income - a signed & notarized self declaration form (*obtained through the HEAP department*)
- **Most Importantly:** If someone has given you money for rent, bills, etc. – A notarized letter from the gift giver with the amounts given and their name & phone number

Utility bill in your name

- For City of Lebanon Electric, any co-pays must be paid prior to appointment-bring receipt (*E-HEAP cannot pay sewer, water, garbage or any electric amount over \$450*)
- If you heat with propane/fuel oil/wood, we also need a copy of your electric bill and you MUST have a current account with a vendor

Picture ID

Social Security Numbers for EVERYONE

Birth certificate for primary applicant, birthdates for all household members

Renters: proof of residency

- Copy of lease or statement from landlord (statement must be either notarized or on company letterhead and must verify all residents in house, address and landlords name and phone number)
- Metropolitan housing papers

Case number for Human Services

****We CANNOT process your application without ALL these items!****

For appointment call toll free 1-866-747-1042