

ATTENTION HEAP Clients

You **MUST** have the following with you before applying

Proof of income for EACH ADULT (18 or older) for the last 13 weeks/3 months

- Wages – **ALL** 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 with account summary
- Utility Allowance – Metro/HUD/Section 8 housing contract
- Self-employed – quarterly financial statements (past 3 months/90 days)
- If “Zero” income – You must have documented proof of how you met your personal needs. (*Including your rent/mortgage, food, utilities, medical and any assistance received*)
- **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

Food Stamps/Medicaid – letter or printout from agency

Most current Utility bill in your name/Invoice from bulk fuel/propane

- For City of Lebanon Electric, any co-pays must be paid prior to appointment – bring receipt (*E-HEAP cannot pay sewer, water, garbage*)
- 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 – Driver’s License / State ID

Social Security Cards for EVERYONE in the household

Proof of Citizenship – birth certificate, social security cards, U.S. Passport, Voter Registration Card

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)

All Metropolitan / HUD / Section 8 housing papers

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

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