



Home  
Energy  
Assistance  
Program

Phone-1.513.970.6737 Web: <https://wccs.itfrontdesk.com> Fax: 513.932.0502

## Required paper documentation to process application

### Income

- Wages (30-days)
- Social Security/SSI/Pension
- Court Ordered Child Support
- Worker's Compensation
- TANF/OWF benefits
- Unemployment
- Utility Reimbursement
- Seasonal Employees- (ex. Landscapers, school employees, etc)– paystubs, printout or Seasonal Employment Verification form-**pick up form prior** to your appointment or go to our website at [www.wccsi.org](http://www.wccsi.org) (past 12 months)
- Self-employed – Self-Employment Income Form or go to our website at [www.wccsi.org](http://www.wccsi.org) and an IRS 1040 (past 12 months)
- Zero income –**Required:** If someone has given you money for rent, bills, *(Including your rent/mortgage, food, utilities, medical and any assistance received)*. A statement letter from the gift giver with the amounts given and frequency and their name, address & phone number. Households reporting ZERO income for the entire household are required to obtain a tax transcript or non-filing status. You can call-if filed-1-800-908-9946; if not filed call 1-800-829-1040 or online at <https://www.irs.gov/Individuals/Get-Transcript>

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

- Duke
- DPL
- Propane, Fuel, or Wood
- Vectren
- City of Lebanon--copay \$ \_\_\_\_\_

### Citizenship

- Proof of Citizenship-birth certificate, social security cards, U.S. Passport etc.

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### Renters: proof of residency

- Copy of lease or statement from the landlord
- Metropolitan / HUD / Section 8 housing worksheets

### Food Stamps

- Food Stamps/Medicaid-letter or printout from agency

**Subject to change if not received by** \_\_\_\_\_

**Your application will not be processed until you return the above missing documentation; and failure to return required documentation may result in a disconnection of service**

\*\*Please note after reviewing your documents, we may request additional information to complete your application\*\*