



Home
Energy
Assistance
Program

Phone-1.513.970.6737 Online: <https://wccs.itfrontdesk.com> Fax: 513.932.0502
645 Oak St, Lebanon, Ohio 45036 (Now located at the front of the building)

Required paper documentation to process application

Income

- Wages-30-days** income from the day you are seeking assistance. **Must show Employer name, address and Gross income, we cannot use Net income.**
- Social Security/SSI/Pension** (show proof of disability-when applicable)
- 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 (past 12 months)
- Self-employed** – Self-Employment Income Form or go to our website at 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>
****Must provide documentation if behind on bills.****

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

- Duke AES Ohio Propane, Fuel, or Wood Centerpoint City of Lebanon--copy \$ _____

Citizenship

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

Renters: proof of residency

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

Food Stamps

- Food Stamps**-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****