

Central Arkansas Development Council
Home Energy Assistance Program

You are responsible for providing the **required** information that applies to you and your household.
THESE ITEMS ARE REQUIRED WHETHER YOU RECEIVE THESE BENEFITS OR NOT.

- * Proof of income for all household members 18 years or older for the previous month.
 - This include all check stubs that were received in the previous month.
 - If check stubs are not available, an earning statement must be completed by your employer.
 - If anyone **18** or over does not work; they must complete when and where they last worked, provide an unemployment printout.
 - Proof of housing benefits, TEA, VA, SSI
- * Proof of unemployment for all household members 18 years and older that are not working.
 - This is **REQUIRED** even if you do not receive any unemployment benefits
 - If you have lost your job within the last 60 days of the date of your application you will need to provide an unemployment print out in addition to verifiable proof from your former employer of last date of employment and any income that was received in the previous month.
 - Make sure to answer **WHEN AND WHERE** last worked on page 2 of application for **ANYONE 18 and OVER.**
- * Proof of social security, retirement, pensions, workman's comp, or disability
 - You will need a copy of your current award letter for the current year.
 - BANK STATEMENTS ARE NOT ACCEPTED as a form of income.
- * If you have no income
 - You will have to provide proof of how your bills are being paid. If someone has helped you, they will need to complete a verifiable valid contribution statement from each person who helped the previous month.
 - You need will to complete a zero form, provide a contribution statement, collateral statement, and printouts from food stamps, housing, child support, and an unemployment printout for all that are **18** and above.
- * **ITEMS REQUIRED FOR EVERY APPLICATION:**
 - Proof of income
 - **ALL** household members must provide their social security numbers and birthdates.
 - Including minors
 - A copy of all household members **18 and over** social security cards.
 - If not available we can use income tax papers or any legal documents showing full social security number.
 - Applicants must provide PROOF OF ID
 - Driver's License, State issued ID, Military ID
 - YOU MUST provide a copy of **BOTH** your electric and gas/propane bills.
 - FINAL bills cannot be used.
 - If bill is final; you will need to include a current lease for your current residence and new account information.

****ALL incomplete applications will be returned to you.****