

ATTENTION Weatherization Applicant PLEASE READ CAREFULLY

If you are applying for Weatherization Service, you must submit with your application The following documentation before your application can be processed.

If your home was previously weatherized and it is less than 15 years from completion date, you will not be eligible to receive assistance at this time.

Submit the following types of Documentation of Income that applies to your household:

1. Copy of **Award Letter** from **Social Security** showing gross amount of Social Security and/or SSI.
2. Copies of payroll checks showing amount, time period, and name of person.
If paid **weekly**, send four **(4)** most recent pay stubs.
If paid **bi-weekly** send at least two **(2)** most recent pay stubs.
Or Earnings Statement from employer showing gross amounts of earnings and time period.
3. If self-employed, copy of most recent income tax return.
4. If you receive contributions, must send a notarized statement from source of contributions.
5. If you are unemployed and receiving unemployment benefits you must supply documentation from the Unemployment Office.
6. If anyone in the household is 18 or over and has no income, they must send two (2) Zero Income Letters signed and notarized. These must be from people NOT related to you who know of your zero income status. Also, you must supply a letter from DHS Office verifying no income if no one in the household has income.

Income verification must include the Total Gross Household Income. Therefore, you must supply copies of income for everyone in the household.

If you are disabled, you must provide documentation of your disability.

Also you must send copies of your electric and gas utility bills for the last 12 months. If you do not have this information, call and ask them to send you a 12 month Consumption page.

Failure to provide all information may delay your application.

Mail to:
CADC Weatherization
P.O. Box 580
Benton, AR 72018