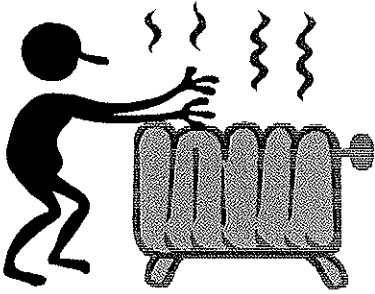


# THAMES VALLEY COUNCIL FOR COMMUNITY ACTION

## ALL REQUIRED DOCUMENTS FOR ENERGY ASSISTANCE APPOINTMENTS



### Required information needed for your appointment:

- Social Security numbers for ALL household members.
- Birth dates of ALL household members.
- A current active utility bill. The bill must be in a listed household member's name that is age 18 or older.
- Current copy of lease, mortgage statement or rent receipt with all landlord information including; name, address and phone number. If you receive Section 8, bring your Section 8 letter.
- Current and complete statements of ALL liquid assets for every household member. (e.g., savings and checking accounts, bonds, stocks/shares, Certificates of Deposit, Annuities and Individual Retirement Accounts.

### CURRENT INCOME DOCUMENTATION FOR EVERY HOUSEHOLD MEMBER

- The last four (4) consecutive week's pay stubs (1 pay stub if paid monthly, 2 pay stubs if paid bi-weekly or 4 pay stubs if paid weekly) and/or workman's compensation benefits for the four (4) weeks prior to your appointment date; showing gross income, tips, commissions and bonuses.
- Current MONTHLY Social Security, SSI and/or Veteran's benefit income.
- Pension or annuity check stubs, or a letter from the payer on their letterhead stating the gross amount.
- All bank interest and dividend payments for the past month (if more than \$10.00 per month).
- Unemployment Statement from the website [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us) or unemployment History Printout (within 24 hours prior to appointment) showing the last four (4) consecutive weeks.
- Income from alimony and/or child support from Child Support Enforcement (letter or printout), a bank statement if payment goes directly into a bank account.
- Rental Income: Current Documentation verifying the amount of rent you collect from your tenant(s).
- Self-employment – Must fill out the Self-Employment Worksheet, have it notarized and bring your most recent tax return with all schedules attached.
- DSS Cash Assistance award letter – Showing current income for household.
- A signed statement indicating the amount and frequency of payments from friends and relatives who are contributing toward your household's support that includes the name, address and telephone number of the contributing person.

**FAILURE TO BRING ALL DOCUMENTATION MAY RESULT IN DENIAL OF BENEFITS**