



823 Commerce Loop ♦ Port Townsend, WA 98368 ♦ (360) 385-2571  
 228 W 1st St, Ste J ♦ Port Angeles, WA 98362 ♦ (360) 452-4726  
 421 5th Ave ♦ Forks, WA 98331 ♦ (360) 374-6193

## Energy Assistance Required Documents

### **Identification -**

**Photo ID** for **ALL** household members 18 or older

Verification of **ALL** children living in the household

*One of the following is acceptable:*

- Social Security Card
- Photo ID (school ID, state ID, driver's license, or passport)
- Medical card
- Birth Certificate

### **Social Security number verification -**

**Required** for **ALL** household members (including children)

*One of the following is acceptable:*

- Social Security card
- Medical, legal, tax, or education document displaying name and full social security number

### **Income -**

Verification of Income for **ALL** household members for the four months prior to your appointment

- **Earned Income**: Previous four months paystubs
- **Unemployment**: Printouts or stubs
- **No Income or occasional, non-taxed income**: No Income/Miscellaneous statement provided by OlyCAP
- **Self-Employment**:
  - **Claiming deductions**: **organized receipt copies** and Self-Employment Worksheet provided by OlyCAP
  - **Not claiming deductions**: Miscellaneous Income statement provided by OlyCAP
- **SSI, Social Security, VA Benefits, or Pension**: Determination letter or bank statements
- **TANF or ABD**: Determination letter or DSHS statements
- **Child Support Received or Paid**: DSHS statement or processed check copies

### **Electric or Heat Bill -**

Energy Assistance for any heat source other than wood:

- Current Utility Bill indicating proof of account number and residential address

Energy Assistance for wood:

- Proof of residential address

Heat included in rent:

- Current rental agreement stating heat is included or Landlord/Manager Statement provided by OlyCAP

### **Tribal Members -**

Letter of denial from Tribal LIHEAP office