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## Energy Assistance Required Documents

### Required Documents Checklist

#### Identification

- Photo ID showing date of birth for **ALL** household members 18 or older.

#### Proof of Social Security numbers required for **ALL** household members

Acceptable verification:

- Social Security cards  
 Medical, legal, or government generated tax documents

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

Acceptable verification:

- Social Security Card  
 Picture ID (school ID, state ID, driver's license, or passport)  
 Medical Card  
 Birth Certificates for children under one year without a social security number

#### Income Verification for **ALL** household members **two** months prior to appointment

##### **Earned Income:**

- Paystubs for previous two months

##### **Unemployment:**

- Benefit history printout or stubs for previous two months

##### **Self-Employment:**

- Claiming deductions: organized receipt copies and Self-Employment Worksheet (available at OlyCAP.org)  
 Not Claiming deductions: Self-Employment Worksheet (available at OlyCAP.org)

##### **SSI, Social Security, VA Benefits, or Pension:**

- Award letter or bank statement showing deposit

##### **TANF or ABD:**

- Determination letter or statement from DSHS

##### **Child Support Received OR Paid:**

- DSHS statement or processed check copies

##### **No Income or Occasional, Non-Taxed Income:**

- No-Income/Miscellaneous Income statement- only used if none of the above apply or income is received from informal sources (gift money, odd jobs, childcare, etc.).

#### Energy Bill

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

#### Heat Included in Rent

- Rental agreement stating heat is included in rent or Landlord/Manager Statement (available at OlyCAP.org)

#### Tribal Members

- Letter of denial for Tribal LIHEAP