



2120 W Sims Way ♦ Port Townsend, WA 98368 ♦ (360) 385-2571  
 228 W 1st St, Ste F ♦ Port Angeles, WA 98362 ♦ (360) 452-4726  
 PO Box 1742 ♦ Forks, WA 98331 ♦ (360) 374-6193

## 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

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

- Award letter or full unmarked bank statement showing all deposits.

**Self-Employment:** You work for yourself or are an owner of a company Examples: Odd jobs, Caregiving, yard work, etc.

- Self-Employment form (available at OlyCAP.org)

**Miscellaneous Income:** received from informal sources (gift money, loans, etc.)

- Child Support Received: complete Miscellaneous Income Statement (available at OlyCAP.org)  
 Child Support Paid: DSHS statement or processed check copies.

##### **No Income:**

- No-Income Statement- (available at OlyCAP.org).

**TANF or GA** (general assistance):

- Determination letter or statement from DSHS

#### 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