Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

DOCUMENT VERIFICATION FORM INSTRUCTIONS

If a photocopier or scanner is not available, the intake worker will use the Document Verification Form to describe the documentation that was reviewed, and to record the appropriate information.

The intake worker will need to fill in:

- CAA (agency name)
- Primary Applicant's Name
- Date of Application
- Intake Worker's Name

GOVERNMENT-ISSUED, PHOTO IDENTIFICATION CARD:

Driver's license, state issued ID card, passport, passport card, U.S. Military ID, or SNAP/EBT card with photo.

If the Primary Applicant indicates they have one of the documents listed above, as documented on the HEAP Additional Information Questionnaire (section II, #4), the intake worker will:

1. Review the ID
2. Verify the identity of the Primary Applicant (Does the photo appear to match the person you are meeting with?)
3. Record the following information on the Document Verification Form:
    a. Type of ID – record name of document reviewed
    b. Expires – record expiration date (ID must be valid/unexpired)
    c. ID Number

SOCIAL SECURITY NUMBER VERIFICATION:

Social security card issued by the Social Security Administration, SSA-1099 tax form, non SSA-1099 tax form, Medicare card with card number ending in the suffix "A", valid unexpired U.S. Military documents such as DD 214 Certificate of Release or Discharge from Active Duty issued by the U.S. Department of Defense, bank tax form, or W-2 (current wage and tax statement).

1. Applicant Name
2. Documentation – record name of document reviewed (see above list)
3. SSN – record nine (9) digit social security number

INCOME VERIFICATION:

1. Applicant Name
2. Pay Date – date paid
3. Type of Income – source of income
4. Gross Pay or YTD
5. Frequency – ex. weekly, bi-weekly, monthly
6. Documentation – describe the documentation (ex. paystubs, tax returns, social security award letter)

SIGNATURES

Intake worker reviews the information recorded on the form with the Primary Applicant.

1. Primary Applicant Signature
2. Date – date signed by Primary Applicant
3. CAA Intake Signature
4. Date – date signed by intake worker