

HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance/ECIP)
DOCUMENT CHECKLIST and FORMS BUNDLE COVER SHEET

DOCUMENT CHECKLIST

INSTRUCTIONS: SSN and photo ID documentation must be uploaded into HEAP Cloud in the designated slots. All other documents that are needed for an application should be scanned in a bundle in the following order and uploaded as one attachment in HEAP Cloud. **Note:** Items 1-9 are required documents for all applications. Other documents are required on a case-by-case basis depending on the Household's situation.

- | | |
|--|---|
| <p>1. <input type="checkbox"/> HEAP Application (signed)</p> <p>2. <input type="checkbox"/> Permission to Share Personal Information</p> <p>3. <input type="checkbox"/> Income Worksheet</p> <p>4. <input type="checkbox"/> Odd Job Income Affidavit <i>(if applicable)</i></p> <p>5. <input type="checkbox"/> Self-Employment Worksheet <i>(if applicable)</i></p> <p>6. <input type="checkbox"/> Income Documentation (back-up)</p> <p>7. <input type="checkbox"/> Document Verification Form <i>(if applicable)</i></p> | <p>8. <input type="checkbox"/> Electric Utility Bill</p> <p>9. <input type="checkbox"/> LIAP Application</p> <p>10. <input type="checkbox"/> Minor Child(ren) Primary Residency Self-Declaration</p> <p>11. <input type="checkbox"/> File Notes</p> <p>12. <input type="checkbox"/> Reminder Form</p> <p>13. <input type="checkbox"/> Subsidized Housing Form</p> <p>13. <input type="checkbox"/> Lease Agreement or Landlord Affidavit (if applicable)</p> |
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HEAP FORMS BUNDLE

The following forms are contained in the HEAP Forms Bundle.

Required for all Files

- HEAP Application
- Permission to Share Personal Information

Forms Pertaining to Income

- Income Worksheet
- Odd Job Income Affidavit
- Self-Employment Worksheet

Other Forms

- Document Verification Form
- Minor Child(ren) Primary Residency Self-Declaration
- File Notes
- Reminder Form
- Subsidized Housing Form
- HEAP Income Information Confidentiality Waiver

The following forms are not in the HEAP Forms Bundle and can be downloaded directly from the CAA Portal.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Agreement to Stop Eviction <input type="checkbox"/> Change of Address / Change of Product Form <input type="checkbox"/> Landlord Affidavit <input type="checkbox"/> HEAP Application Voided | <ul style="list-style-type: none"> <input type="checkbox"/> Waiver Request Form <input type="checkbox"/> Benefit Return Form <input type="checkbox"/> Denial Notification <input type="checkbox"/> TANF Supplemental Credit Notification Void |
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APPLICANT INFORMATION

Provide the following data and forms will auto-populate.

PRIMARY APPLICANT

First Name _____ MI _____

Last Name _____

Physical Address _____

City State Zip _____

Mailing Address _____

City State Zip _____

Daytime Phone _____

Evening Phone _____

Email _____

CAA

CAA Name _____

Mailing Address _____

City State Zip _____

CAA Phone _____

CAA Fax _____

CAA Email _____

Rep Name _____

Rep Phone _____

Rep Email _____

Intake Worker Name _____

Intake Worker Phone _____

Intake Worker Email _____

LIHEAP APPLICATION

HEAP Application ID _____

Application Date _____

Income Verification Period From: _____
mm/dd/yyyy

To: _____
mm/dd/yyyy

FUEL VENDOR

Vendor Name _____

Primary Fuel Type _____

Secondary Fuel Type _____