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.

A.	CAA AND APPLICANT INFORMATION

The intake worker will need to fill in:

    (1)   CAA's Name, Address, Phone Number, Fax Number, Email Address.

    (2)   Intake Worker's Name

    (3)   Primary Applicant's Name.

    (4)   Date of Application and Client ID#.

B.	GOVERNMENT-ISSUED, PHOTO IDENTIFICATION CARD

The Primary Applicant must provide a government-issued photo identification card, verifying the Primary Applicant's identity. One of the following is acceptable: driver's license, State issued ID card, passport or passport card, U.S. Military ID, or SNAP/EBT card with photo.

    (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.   Expiration – record expiration date.

        c.   ID Number.

C.	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, W-2 (current wage and tax statement), or IRS form 1095-C Employer-Provided Health Insurance Offer and Coverage.

    (1)   Applicant Name.

    (2)   Documentation – record name of document reviewed (see above list).

    (3)   SSN – record nine (9) digit social security number.

D.	NONCITIZEN VERIFICATION OF LAWFUL STATUS IN THE UNITED STATES

(1) Non-U.S. Citizens must provide the information/documentation identified in #1 or #2.

(2) Social Security card issued by the Social Security Administration. If the Social Security card includes one of the restrictions listed below, the Applicant must provide their work authorization expiration date, and the intake worker will document the date of expiration on the Document Verification Form.

   a. Not valid for employment.

   b. Valid for work only with INS authorization.

   c. Valid for work only with DHS authorization.

(3) If the Applicant cannot provide a Social Security card or their authorization to work has expired, the Applicant must provide one of the following to document their status: Permanent Resident Card (I-551), unexpired foreign passport stamped by the U.S. Government indicating that the holder has been "Processed for I-551", permanent resident Re-entry Permit (I-327), Arrival Departure Form I-94 with "Temporary I-551" stamp and holder's photograph affixed, travel document issued to Permanent Residents (I-327), or travel document issued to Refugees (I-571) Form I-94 stamped with one of the following statuses: Asylee, Parolee or Parole, Refugee, Asylum, HP-humanitarian parolee, PIP-public interest parolee, or Cuban-Haitian Entrant, U.S. Citizenship and Immigration Services Form I-797C- Notice of Action.

(4) Applicant Name.

(5) Documentation – record name of document reviewed and the expiration date (if applicable).

(6) Identification number.

E.	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).

F.	COURT ORDERED CHILD SUPPORT VERIFICATION

For any Applicant who pays court ordered child support, the CAA will deduct documented child support payments made during the income verification period from the Applicant's gross income.

(1) Applicant Name – person who is under court order to pay child support.

(2) Amount Ordered and Payment Frequency – enter the amount and payment frequency indicated in the court document.

(3) Amount Paid – enter the total amount paid during the income verification period.

G.	COLLEGE STUDENT ENROLLMENT VERIFICATION

If there is a full-time college student living in the Household who is 23 years of age or less, verify their student status and enrollment at a university, vocational college, business college, or other accredited institution for twelve (12) credit hours or more per semester.

      (1)   College Student Name.

      (2)   Birth Date.

      (3)   Credit Hours – number of credit hours as verified by school transcript or letter from a school official.

      (4)   Semester/Term – ex. fall 2021 (as documented by transcript or letter from a school official).

      (5)   School – name of school.

      (6)   Documentation – describe documentation reviewed (ex. college transcript or letter from a school official.

F.	SIGNATURES

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

      (1)   CAA Intake Signature.

      (2)   Date – date signed by intake worker.