

HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

ODD JOB INCOME AFFIDAVIT INSTRUCTIONS

1. Applicants who occasionally perform miscellaneous “odd jobs” such as mowing lawns, raking leaves, babysitting, cleaning, donating plasma, or shoveling snow must document this income by completing and signing an Odd Jobs Income Affidavit. The Affidavit is a self-declaration. No supporting documentation is required unless the CAA has reasons to question the information provided on the Affidavit.
2. The Applicant who received the income must sign the Affidavit. A separate Affidavit is needed for each Household member reporting odd job income.
3. Odd Job income listed on the Affidavit must be included in the Household’s total gross income.
4. The **Intake Worker** will need to fill in:
 - a. CAA’s (Agency) name, address, phone number, fax number and email
 - b. Applicant’s name (name of Applicant who performed the odd jobs), physical address, city, state and zip code
 - c. Date of Application
 - d. Client ID#
 - e. Income verification period (blank fields in first paragraph)
5. The **Applicant who performed the odd jobs and received payment** will need to fill in:
 - a. Names of the person(s) for whom work was performed
 - b. Job(s) performed for the person(s)
 - c. Month(s) paid for work performed
 - d. Gross payment received
6. The Applicant who performed the odd jobs and received payment must sign and date the Affidavit.