

HOME ENERGY ASSISTANCE PROGRAM (HEAP)

REMINDER FORM

CAA Name: _____ CAA Phone: _____
 CAA Address: _____ CAA Fax: _____
 _____ CAA Email: _____

Primary Applicant: _____ Create Date: _____
 Client ID: _____

INSTRUCTIONS: The following information is needed to process your application. You have 20 business days from the Date of Application to submit the information/documents checked below. Please submit copies, not originals, of these documents and this Reminder Form. If you do not supply this information, your application may be denied.

Information is needed for the following time period:

- 1 MONTH _____ PREVIOUS 30 DAYS FROM _____ TO _____
- Application (signed)
 - Government-issued photo ID card (examples on back)
 - Social Security Number Verification for: (examples on back)

 - Non-citizen verification of lawful status for:

 - Birthdate(s) for:

 - Landlord's Name, Physical Address, Telephone
 - Minor Child(ren) Primary Residency Affidavit (signed)
 - Permission to Share Personal Information
 - Child Support Paid (court documents & proof of payments)
 - Fuel Vendor Name and Account Number
 - LIAP/ELP Form (signed)
 - Subsidized Housing Recertification (signed) (HUD Form 50058/50059; RD3560-8)
 - Subsidized Housing Form (signed)
 - Utility Bills _____

 - Other _____

Income Verification

For:	Type of Income:	Time Period:

Primary Applicant Signature _____ Date _____
 Intake Worker Signature _____ Date _____
 Intake Worker Name _____

Examples of Acceptable Documents

Government-issued photo ID card - One of the following can be provided:

- Drivers license
- State issued ID Card
- Passport
- SNAP/EBT Photo ID card
- US Military Photo ID card

Social Security Number Verification (Must include all 9 digits) - One of the following can be provided:

- Social Security Card from the Social Security Administration (SSA)
- SSA-1099 tax form
- 1099 tax form
- Medicare card if ends in "A" (not MaineCare)
- US Military document
- Bank Tax Form
- W-2 (wage and tax statement) – does not have to be current