

HOME ENERGY ASSISTANCE PROGRAM (HEAP)

REMINDER FORM

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

Primary Applicant: _____ Create/Intake Date: _____
 Client Number: _____

INSTRUCTIONS: The information identified below is needed to process your application. You have 20 business days from the Create/Intake date listed above 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.

- 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
- Other:
- Minor Child(ren) Primary Residency Affidavit (signed)
- Permission to Share Personal Information
- Child Support Expense Paid (court documents & proof of payments) For time period: _____
- Fuel Vendor Name and/or Account Number
- LIAP/ELP Form (signed)
- Subsidized Housing Recertification (signed) (HUD Form 50058/50059; RD3560-8)
- Subsidized Housing Form (signed)
- TANF and/or SNAP Verification
- Utility Bills: _____

Income Verification:

Household Member:	Type of Income:	Time Period or Pay Dates:

 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

Non-Citizens – Acceptable Documentation that is Non-Expired

- 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.
 - Not valid for employment.
 - Valid for work only with INS authorization.
 - Valid for work only with DHS authorization.
- Unexpired foreign passport with a valid unexpired U.S. Visa affixed accompanied by the approved I- 94 form documenting the Applicant's most recent admittance into the United States. 1099 tax form
- Permanent Resident Card (I-551)
- Arrival Departure Form I-94 with "Temporary I-551" stamp and holder's photograph affixed.
- 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
- Permanent resident Re-entry Permit (I-327)
- Travel Document issued to Permanent Residents (I-327)
- Travel Document issued to Refugees (I-571) Form
- U.S. Citizenship and Immigration Services Form I-797C- Notice of Action.