HOME ENERGY ASSISTANCE PROGRAM (HEAP)
DOCUMENT CHECKLIST and FORMS BUNDLE COVER SHEET

DOCUMENT CHECKLIST

INSTRUCTIONS: Citizenship, Identity and SSN documentation must be uploaded to the corresponding Application File Type.
All other documents that are required for the Application should be uploaded to Application File Type "Other".

1. ☐ HEAP Application (signed)
2. ☐ Permission to Share Personal Information
3. ☐ Self-Employment Worksheet
4. ☐ Income Documentation (back-up)
5. ☐ Electric Utility Bill
6. ☐ LIAP Application
7. ☐ File Notes
8. ☐ Reminder Form
9. ☐ Lease Agreement or Landlord Affidavit

HEAP FORMS BUNDLE

The following forms are contained in the HEAP Forms Bundle.

Required for all Files
- HEAP Application
- Permission to Share Personal Information

Other Forms
- Reminder Form

Forms Pertaining to Income
- Self-Employment Worksheet

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

- HEAP Application Update Form
- Landlord Affidavit
- Waiver Request Form
- Benefit Return Form
- File Notes

APPLICANT INFORMATION

Provide the following data and forms will auto-populate.

APPLICANT

Field	
First Name	Middle Name
Last Name	
Service Address	
Apt #	
City State Zip	
Mailing Address	
City State Zip	
Phone	
Alternate Phone	
Email	

HEAP APPLICATION

Field	
Application ID	
Application Date	
Application Received Date	

CAA

Field	
CAA Name	
Mailing Address	
City State Zip	
CAA Phone	
CAA Fax	
CAA Email	
Intake Staff Name	
Intake Staff Phone	
Intake Staff Email	

FUEL VENDOR

Field	
Requested Vendor Name	
Requested Fuel Type	
Secondary Fuel Type	