

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

DOCUMENTATION CHECKLIST

INSTRUCTIONS:

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

** Denotes forms that are included in the HEAP Forms Bundle. All other HEAP forms are available on the CAA Portal.

Documentation required for all HEAP Applications

- | | |
|---|-----------------------------|
| 1. ☐ HEAP Application (all pages, signed) | 4. Citizenship Verification |
| 2. ☐ Reminder Form ** | 5. Identity Verification |
| 3. ☐ Permission to Share Personal Information ** | 6. SSN Verification |

Other documentation to be included as needed

- | | |
|---|---|
| 1. ☐ Citizenship Attestation Form ** | 7. ☐ File Notes |
| 2. ☐ Income Documentation | 8. ☐ Lease Agreement or Landlord Affidavit |
| 3. ☐ SNAP/TANF Verification | 9. ☐ HEAP Application Update Form |
| 4. ☐ Electric Utility Bill | 10. ☐ Benefit Return Form |
| 5. ☐ Lease Agreement or Landlord Affidavit | 11. ☐ Waiver Request Form |

APPLICANT INFORMATION

Provide the following data and forms will auto-populate.

APPLICANT

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

CAA

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

HEAP APPLICATION

Application ID _____	_____
Application Date _____	_____
Application Received Date _____	_____

FUEL VENDOR

Requested Vendor Name _____	_____
Requested Fuel Type _____	_____