

## HOME ENERGY ASSISTANCE PROGRAM (HEAP)

## REMINDER FORM -TELEPHONE APPLICATION

CAA Name: \_\_\_\_\_

CAA Phone: \_\_\_\_\_

CAA Address: \_\_\_\_\_

CAA Fax: \_\_\_\_\_

CAA Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Application Date: \_\_\_\_\_

Application ID: \_\_\_\_\_

**INSTRUCTIONS:** The information identified below is needed to process your application. You have **30 business days** from the **Application 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** (all pages, signed)☐ **Permission to Share Personal Information** (signed)☐ **Non-expired Documentation of Identity**  
(See the attached list of acceptable documents.)☐ **Fuel Vendor Name and/or Account Number**☐ **Social Security Number Verification for:** (See the  
attached list of acceptable documents.)☐ **LIAP/ELP Form** (signed)☐ **TANF and/or SNAP Verification** (current Notice of Decision)☐ **Utility Bill(s):**☐ **Citizenship and/or Non-Citizen National Verification  
for:** (See the attached list of acceptable documents.)☐ **Citizenship Attestation Form**☐ **Income Verification:** Households' total annual income must be included.

- If paid daily, 28 calendar days documentation must be provided.
- If paid weekly, four (4) pay stubs/documents must be provided.
- If paid bi-weekly, two (2) pay stubs/documents must be provided.
- If paid monthly, quarterly or yearly, one (1) paystub/document must be provided.

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

☐ **Other:**\_\_\_\_\_  
Primary Applicant Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Intake Worker Signature\_\_\_\_\_  
Date

### Examples of Acceptable Documents

#### Documentation for Citizenship/Legal Status Verification:

You must provide documentation showing Citizenship/Legal Status for all household members.

One of the following documents may be provided:

- Unexpired U.S. Passport or U.S. Passport Card
- Unexpired Real ID issued by any U.S. State
- Certificate of Naturalization (N-550/N-570)
- Certificate of Citizenship (N-560/N-561)
- U.S. Birth Certificate
- Document from federally recognized Indian Tribe
  - A Tribal enrollment card
  - A Certificate of Degree of Indian Blood
  - A Tribal census document
  - Documents on Tribal letterhead signed by a Tribal Official

If you are unable to provide one of the documents listed above, you may provide one document from **each** of the lists below:

LIST A	LIST B
Social Security Card and Citizenship Attestation Form	Driver's License issued by a U.S. State or Territory
Consular Report of Birth Abroad (FS-1350)	Identification card issued by the Federal, State or Local Government
Certification of Birth Abroad (FS-545)	School identification card
U.S. Citizen Identification Card (I-197)	U.S. Military card or draft record or Military dependent's identification card
Northern Mariana Card (I-873)	U.S. Coast Guard Merchant Mariner card
Military record showing a U.S. place of birth	Voter Registration Card
U.S. medical record from a clinic, hospital, physician, midwife or institution showing a U.S. place of birth	Two other documents that prove your identity, like employer identification cards, high school or college diplomas, marriage certificates, divorce decrees, property deeds or titles
U.S. life, health, or other insurance record showing U.S. place of birth	
Religious record showing U.S. place of birth recorded in the U.S.	
School record showing the child's name and U.S. place of birth	
Federal or State census record showing U. S. citizenship or U.S. place of birth	
Final adoption decree showing the person's name and U. S. place of birth	
Certificate or Record of Birth showing the person's name, date of birth, and U.S. place of birth	
Documentation of a foreign-born adopted child who received automatic U.S. Citizenship (IR3 or IH3)	

If you, or a Household Member, are a qualified alien, you must show your status by providing one of the following documents:

<i>Alien lawfully admitted for permanent residence:</i>	Permanent Resident Card, “Green Card” (I-551); OR  Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94
<i>Asylee</i>	INS Form I-94 annotated with stamp showing grant of asylum under Section 208 of the INA;  INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(5)”;  INS Form I-766 (Employment Authorization Document) annotated “A5”;  Grant letter from the Asylum Office or INS; OR  Order of an immigration judge granting asylum
<i>Refugee</i>	INS Form I-94 annotated with stamp showing admission under § 207 of the INA;  INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(3)”;  INS Form I-766 (Employment Authorization Document) annotated “A3”; OR  INS Form I-571 (Refugee Travel Document)
<i>Alien Paroled into the U.S. for at least one year</i>	INS Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Cannot aggregate period of admission for less than one year to meet the one-year requirement)
<i>Alien whose deportation or removal was withheld</i>	INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(10)”;  INS Form I-766 (Employment Authorization Document) annotated “A10”; OR  Order from an immigration judge showing deportation withheld under § 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA
<i>Alien Granted Conditional Entry</i>	INS Form I-94 with stamp showing admission under § 203(a)(7) of the INA;  INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(3)”;  INS Form I-766 (Employment Authorization Document) annotated “A3”
<i>Cuban/Haitian Entrant</i>	INS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”) with the code CU6, CU7, or CH6;  Unexpired temporary I-551 stamp in foreign passport or on *INS Form I-94 with the code CU6 or CU7; OR  INS Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under Section 212(d)(5) of the INA

**Documentation for Identity Verification:**

If the documentation provided to verify citizenship or legal status bears a photograph of the Applicant, this will be acceptable to verify identity.

If the documentation does not include a photograph of the Applicant, you may provide ONE of the following documents:

- Unexpired Driver's license
- Unexpired state issued ID Card
- Unexpired U.S. passport or passport card
- SNAP electronic benefit transfer (EBT) card with photo
- U.S. Military ID

If you are unable to provide one of the documents listed above, you may provide TWO of the following documents:

- Adoption Decree
- Employer Identification card
- Marriage Certificate
- Social Security Card
- Birth Certificate
- Foreign School Record that contains a photograph
- Notice from a Public Benefits Agency
- Union or Worker's Center Identification Card
- Divorce Decree
- High School or College diploma
- Property Deed or Title Document
- Voter Registration Card

**Documentation for Social Security Numbers:**

You will need to provide documentation showing social security numbers for all household members. Acceptable documentation include:

- Social Security Card issued by the Social Security Administration
- Bank tax form
- Non SSA-1099 tax form
- SSA-1099 tax form
- W-2 (Wage and Tax statement)
- Medicare card with number ending with the suffix "A"
- Valid unexpired U.S. Military documents
- Two recent paystubs (within the last sixty (60) days) showing Household Member's full SSN
- Notice of Decision issued by a Public Benefits Agency that shows the Household member's full SSN
- Recent (within the last year) Social Security Administration letter or notice showing Household Member's full SSN
- Most recent (within the last two years) full Federal Tax Return showing Household Member's full SSN and confirmation of filing
- Income Withholding Order/Notice of Support showing Household Member's full SSN