

HOME ENERGY ASSISTANCE PROGRAM (HEAP)

REMINDER FORM

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 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)
- Documentation to verify identify (examples on back)
- Social Security Number Verification for:(examples on back)  
 \_\_\_\_\_  
 \_\_\_\_\_
- Documentation to verify citizenship and/or non-citizen national:  
 \_\_\_\_\_  
 \_\_\_\_\_
- Birthdate(s) for:  
 \_\_\_\_\_  
 \_\_\_\_\_
- Other:  
 \_\_\_\_\_  
 \_\_\_\_\_
- 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)
- TANF and/or SNAP Verification
- Utility Bills:

**Income Verification:**

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Intake Worker Signature \_\_\_\_\_ Date \_\_\_\_\_

Intake Worker Name \_\_\_\_\_

## 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
- Unexpired Maine Real ID
- Certificate of Naturalization
- Certificate of Citizenship
- 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-545)	Identification card issued by the Federal, State or Local Government
U.S. Citizen Identification Card (I-197)	School identification card
Northern Mariana Card (I-873)	A clinic, doctor, hospital, or school record, including preschool or daycare records (for children under 19 years old)
Military record showing a U.S. place of birth	U.S. Military card or draft record or Military dependent's identification card
U.S. life, health, or other insurance record showing U.S. place of birth	U.S. Coast Guard Merchant Mariner card
Religious record showing U.S. place of birth recorded in the U.S.	Voter Registration Card
School record showing the child's name and 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
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	
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