

HEAP 2011
(HOME ENERGY ASSISTANCE PROGRAM)

Dear Sir or Madam:

Enclosed please find a HEAP application packet for the year 2011. Included with this packet are all of the forms that are required to apply for your annual HEAP credit. Please complete all areas of the Application, Acknowledge of Services, Client Education and Intake Assessment Form. Sign and date all forms and return to our office along with the required verifications.

DOCUMENTATION REQUIRED: (COPIES ONLY)

- Both **CURRENT GAS** and **ELECTRIC** bills are required (all pages to electric bill).
(Note: Bills must be for a minimum of 22+ days of service.)
- Rental agreement A **MUST** for **CURRENT** address /mortgage payment book showing your name and proof of residency. **NO RENT RECEIPTS**

Acceptable types of IDENTIFICATION:

- CALIFORNIA PICTURE ID with **CURRENT** address a **MUST**
No brown change of address cards from the DMV accepted
- SOCIAL SECURITY CARD A **MUST** for all household members.

INCOME VERIFICATION MUST BE PROVIDED FOR ALL HOUSEHOLD MEMBERS INCLUDING CHILDREN

CURRENT proof of income:

- **TANF (AFDC), FOOD STAMPS, General Relief for the CURRENT MONTH**
- 2011 Award letter for SSI/SSA or **CURRENT** bank statement showing amount (s) deposited. **NO 1099 forms for the year 2010 SSA/SSI income.**
- **WAGES** (check stubs for prior 30 day **PAY PERIODS**).
- **All adults over the age of 18 years with no income must complete a CA43A Declaration of No Income form.**
- Verification of child support (“CURRENT MONTH” printout of prior 30 days monies issued) from the district attorney’s office
- For state disability, worker’s compensation, unemployment benefits or pension, you must show all pay stubs for all pay periods for the prior 30 days.
- Income contributions/cash payments should include date, name, address of person giving contributions.

Clients requesting assistance other than the annual HEAP credit must call our office at (909)723-1500 for qualifying criteria.

PLEASE NOTE: in 2011, besides meeting income guidelines, applicants must meet set energy burden levels and required points as outlined in our Priority Plan. The Priority Plan is designed as a guide so that we may serve the “neediest of the needy”.