HOME ENERGY ASSISTANCE PROGRAM CHECK LIST

Submit your application by mail, fax or as a walk-in:

Home Energy Assistance Program
2530 Arnold Dr. Ste. 360 Martinez, CA 94553
PH: 925-335-8900 Fax: 925-335-8905

All HEAP applicants are responsible for providing the following documentation required by the State of California, without the proper information your application will not be processed or delayed.

Please check each box

☐ **1**. Complete and **SIGN** Energy Intake Form (CSD 43)

☐ **2**. Complete and **SIGN** Statement of Citizenship Status For Public Benefits Form.
(Complete **BOTH** sides of form CSD 600)

☐ **3**. A copy of your **current monthly** utility bill and include your 15-day or 48hr notice if *applicable.* By sending **only** your 15-day or 48-hour notice will **delay** your application process.

- If eligible, our payment should pay off your complete bill and bring your total to a zero (0) or credit balance on your account. However, if your balance is more than the amount you're eligible, the difference will need to be paid prior to HEAP's payment.
- Utility Bill must have at least 22 billing days.
- Account Information Sheet printed from your local PG&E office is also acceptable.
- The person's name on the Utility Statement must be 18 years of age or older; I.D. verification is required.

☐ **4**. A copy of a document verifying **legal status in the USA** for the person applying for assistance and for **any children ages 0-5.**

- ID required if any household members are 60 years of age or older.
  For acceptable documents see other side for details ➔ ➔ ➔

☐ **5**. A copy of documents verifying current total **GROSS MONTHLY INCOME** for **ALL** household members 18 years and older.

- **If there is zero income**; a Survey of Income and Expenses form - CSD 43B will need to be completed per adult.
  For acceptable documents see other side for details ➔ ➔

Providing Proof of Legal Status

ACCEPTABLE:

►Citizenship status (if you were born in the USA):

- A copy of your birth certificate-**the person applying for assistance and children under 5 years**
- A copy of your child's birth certificate **ONLY** if it states your name and **where YOU were born**
- A copy of your marriage license **ONLY** if it states your name and **where YOU were born**
- A letter from Social Security stating **where you were born in the USA** *(not your date of birth)*
- A copy of your passport
- Military Form DD 214; if it states place of birth

►Naturalization status:

- A copy of your naturalization certificate
- A copy of your U.S. passport, showing your nationality as the United States of America ***(not valid if expired)***

►Alien status:

- A copy of both sides of your green card ***(not valid if expired)***
- A copy of any other document listed on the Statement of Citizenship Status Form (CSD 600)

NOT ACCEPTABLE AS LEGAL STATUS:

- Driver's license
- Social Security card
- Death Certificate
- Child's birth certificate or marriage certificate that does not state parent's/applicant's **birth place**
- Certificate of Baptism

Providing Proof of Income (*provide any of the following that apply to you*)

► Income proof must be from **every person that has income** and lives in the home.
► Income is for **a current month** - if you get paid once a week, send in 4 check stubs.
► All documents must be official, **no hand written information.**
► All documents must be **current** (**within the last 6 weeks).**

► ACCEPTABLE PROOF OF INCOME:

- Paychecks, odd jobs, self-employment
- Welfare (TANF)
- Social Security (send letter from Soc. Sec. or a direct deposit statement of your bank account)
- Social Security Disability Income / State Disability Insurance
- Spousal & child support
- Workman's Comp
- Unemployment Insurance
- Retirement & Pension
- Survey of Income and Expenses - CSD 43B; for any member in the household 18yrs or older with no Income.