

LIHEAP APPLICATION INSTRUCTIONS

You **MUST PROVIDE** the following **AS REQUIRED** by the state of Tennessee if you want your **LIHEAP** application processed

Need **copies** of required information, **do not send originals, we cannot return originals.**

1. **ANY** and **ALL** most recent income/money documents for each member of household
 - Most recent Social Security Award Letter (**NO bank statements will be accepted. NO Form SSA 1099 will be accepted.**)
 - Most recent SSI Award letter
 - Most recent Retirement, Pension, Alimony, Net Rental Income/Royalties, etc. letter
 - Child Support, Families First, etc.
 - Unemployment statement showing **maximum** benefit amount
 - Self-Employed (ledgers for last 8 weeks)
 - If Zero Income – “**STATEMENT OF SUPPORT**” form needs to be completed for head of household.
 - Gross Earned Income (last 8 weeks)
 - If paid weekly - at least 8 weeks’ (last 8 pay stubs in sequential order)
 - If paid bi-weekly - at least 8 weeks’ (last 4 pay stubs in sequential order)
 - If paid semi-weekly - at least 8 weeks’ (last 4 pay stubs in sequential order)
 - Most recent VA Benefits/Black Lung Benefits letter
 - Most recent Military family allotments letter
 - College or University scholarships/grants, fellowships or assistantships letter
 - If any household members, 18 years & older, are not employed or receiving benefits– “**Self-Declaration of Zero Income**” form needs to be completed by head of household
2. You must provide a copy of social security cards for everyone in the home. (**Medicare cards will not be accepted for proof of social security numbers**)
3. Please provide a 12-month printout of your electric/natural gas bill, (**regardless of how long you have lived at current address**) showing the amount of energy used, account number, service address (**where you presently live**), and account name. (**Your electric/gas company can provide this information to you**)
List vendor name you want to received help with 1st on the application.

You may NOT apply if you have credit on your account until ALL credit is used.

Tenants of Public Housing/Section 8 please attach “Overage Statement” and “Monthly Allowance”
If energy bill is included in the cost of rent paid to your landlord – “**LIHEAP Landlord/Tenant Energy Assistance Agreement**” form must be completed.

You should also provide receipts within the past 12 months if you used:

- Wood
 - Kerosene
 - Oil
 - LP gas
 - Coal
4. If you are a Veteran please provide a **DD-214 form**, if you served before **Jan. 1950** provide one of the following: **WD AGO53, WD AGO55, WD AGO 53-55, NAVPERS 553, NAVMC 78PD, or NAVCG 553 form.**
For Active Military please provide a **DD Form 2 or 2A form**

Please mail ALL paperwork together, do not mail separate

Without the above information, your application may be delayed or may be denied as incomplete