

LIHEAP APPLICATION INSTRUCTIONS

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

1. **ANY** and **ALL** income/money documents for each member of household
 - Most recent Social Security Award Letter (**NO bank statements will be accepted**)
 - Most recent SSI Award letter
 - Retirement, Pension, Alimony, Net Rental Income/Royalties, etc.
 - 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’ (need 8 pay stubs in sequential order)
 - If paid bi-weekly - at least 8 weeks’ (need 4 pay stubs in sequential order)
 - VA Benefits/Black Lung Benefits
 - Military family allotments
 - College or University scholarships/grants, fellowships or assistantships

2. **You must provide a copy of social security cards for everyone in the home.**

3. **Please provide a 12-month printout of your electric bills starting with the date you apply for LIHEAP going backwards one calendar year of your application date showing the account number and/or natural gas bill, service address, and account name.**
You may NOT apply if you have credit on your account until ALL credit is used.
Tenants of Public Housing/Section 8, if overage, please attach “Overage Statement” and “Monthly Allowance”

- You should also provide receipts within the past 12 months if you used:**
 - Wood
 - Kerosene
 - Oil
 - LP gas
 - Coal

4. **If you are disabled please provide documentation, noting you are permanently disabled**

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