



Upper East Tennessee
Human Development Agency



LIHEAP Applicants

We will need the following information in order to complete your application:

- Complete application. Do not leave any area blank. **Be sure to sign it!**
- Government issued ID (Must be valid) for the Household member who signs the application.
Options: license, state or federal ID, passport, military ID, birth certificate, and voter's registration card.
- Social security cards for **everyone** in the house.
- Proof of **gross income** for everyone in the house for the last **30** days. Please provide current SSA/SSI award letters, pay stubs, child support, families first, retirement, and alimony. For self-employment acceptable proof could be a statement, current tax return, well maintained documents or complete a self employment form.
- Head of household must sign a zero Income statement for anyone over the age of 18 that has no income.
- Proof of veteran or active military status. (VA ID card, DD214, etc.)
- Copy of current utility bill(s).
- You must provide a print out from your energy provider(s) that shows your usage for the last 12 months, or however long you have lived at your current address. **List the name of the vendor that you want to receive help with under 1st Choice on your application.** (Electric, Natural Gas, Propane, Kerosene, Wood or Coal).
- If you live in Public Housing and receive any type of Utility Allowance or Reimbursement, you must provide written proof from the Housing Authority of the amount of your allowance.

Please send copies of all documentation mailed together. We cannot return originals.
Please do not turn in your application if you do not have all required documents.
You can mail your completed application and required documents to

UETHDA LIHEAP
PO Box 46
Kingsport, TN 37662

If you have any questions or need assistance filling out the application,
please call 423-246-6180 and select option 1 then option 2.