

CHECKLIST OF REQUIRED DOCUMENTATION FOR THE CONNECTICUT ENERGY ASSISTANCE PROGRAM (CEAP)

To ensure your application is processed quickly submit all required documents checked off below within ten (10) days of the date of this notice date:

1. Income Documentation

Households are required to document their total gross income from either the previous thirty (30) days or four (4) consecutive weeks anytime in the last three (3) months, or a signed letter from payroll department/employer stating gross income in this time period prior to the date of application or reapplication. The only exceptions to the rule are income from self-employment, which requires six (6) or twelve (12) months of documentation, and interest/dividends which may be issued on a quarterly basis.

- ☐ Employment Income – Weekly: 4 most recent paystubs.
- ☐ Employment Income – Bi-weekly: 2 most recent paystubs.
- ☐ Employment Income – Monthly: Most recent paystub.
- ☐ Self-Employment: Completed Self Employment Worksheet for the last six (6) or twelve (12) full calendar months and your most recently filed 1040 IRS form including all relevant schedules (C, D, E, SE, K, etc.).
- ☐ Social Security / SSI / SSDI: Report of Confidential Social Security Benefits (Form 2458), available at the local Social Security office, a copy of your Social Security or Supplemental Security Income (SSI) check, or your most recent Social Security Award Notice (Form SSA-4926SM).
- ☐ Unemployment Compensation: Payment history from the Department of Labor (DOL) or DOL website at: www.ct.dol.state.ct.us.
- ☐ Pension/Retirement: Pension or annuity check stubs or a letter from the payor on the letterhead of the payor stating the gross amount and frequency.
- ☐ Child Support/Alimony: Court order, Letter from Family Relations or lawyer statement verifying the amount and frequency of alimony and/or child support, or Child Support Enforcement letter or printout, or a statement from the non-custodial parent if voluntary cash support payments or alternative means of support in lieu of a court order for child support payments made directly to you.
- ☐ Friends and Family: Signed statement(s) indicating the amount and frequency of payments from friends or relatives who are contributing to your household's support.
- ☐ Workman's Compensation or Disability Insurance (short term or long term): Statement showing the period covered.
- ☐ Rental Income: Rent receipts, tenant's lease, copy of checks or print out of electronic payment history.
- ☐ Veterans Benefits: VA award letter or copy of check.
- ☐ Income from Dividends and Interest (if more than \$10 per month): Statement(s) from the most recent completed period.
- ☐ Zero Income: Completed Zero Income Affidavit for all applicable household members.

2. VERIFICATION OF DISABILITY

- ☐ Completed Certificate of Disability signed by Physician, Advance Practice Registered Nurse (APRN), or Physician Assistant (PA).

3. DOCUMENTATION OF HEAT INCLUDED IN RENT FOR RENTAL ASSISTANCE APPLICANTS

- ☐ Proof of that your heat is included in your rent, as evidenced by a copy of your lease, OR written notification from your landlord.

4. ENERGY BURDEN

- ☐ Current utility bill if you heat with gas or electricity. Verification from the utility company if you recently moved and have not yet received a bill.
- ☐ Copy of your household's current electric bill.

5. OTHER

- ☐ Date of Birth
- ☐ Household Composition
- ☐ Social Security Number(s)

IMPORTANT:

- All documents become the property of the agency. If you want to keep originals, submit copies.
- If you do not provide the required documents within ten (10) days of the date below, your application may be delayed or denied, and you may need to reapply.