DOCUMENTS NEEDED TO APPLY FOR CAPIC FUEL ASSISTANCE

PLEASE BRING ALL NECESSARY INFORMATION, MARKED BELOW, TO YOUR APPOINTMENT

PROPER FORMS OF IDENTIFICATION
- BIRTH CERTIFICATE – MINORS
- PHOTO ID/PASSPORT/RESIDENT ALIEN CARD – ADULTS
- SOCIAL SECURITY CARD(S) – EVERYONE IN THE HOUSEHOLD

INCOME VERIFICATION FOR HOUSEHOLD MEMBERS OVER 18
- WAGES
  - 2 MOST RECENT CONSECUTIVE PAYSTUBS IF PAID BI-WEEKLY
  - 4 MOST RECENT CONSECUTIVE PAYSTUBS IF PAID WEEKLY
- ALIMONY/CHILD SUPPORT
  - D.O.R. REPORTS
  - CAPIC FINANCIAL ASSISTANCE FORM (CONTACT OFFICE FOR FORM)
- UNEMPLOYMENT
  - BENEFIT AWARD LETTER
  - 4 CONSECUTIVE PAYSTUBS/BANK STATEMENT
- SOCIAL SECURITY (SS/SSI/SSDI)
  - BENEFIT LETTER
- GROSS PENSION
  - 1099R TAX FORM
  - AWARD LETTER
- FOOD STAMPS/TAFDC/EAEDC
  - BENEFIT LETTER SPECIFYING AMOUNT RECEIVED
- NO INCOME
  - CONTACT CAPIC
- FULL TIME STUDENT
  - LETTER FROM REGISTRAR’S OFFICE/CURRENT SEMESTER CLASS SCHEDULE
- SELF-EMPLOYED
  - COPY OF 2019 FEDERAL INCOME TAX RETURN INCLUDING SCHEDULE C
  - AFTER FEBRUARY 15TH, 2021, MUST SUBMIT COPY OF 2020 FEDERAL INCOME TAX RETURN

HEAT SOURCE
- OIL COMPANY/KEROSENE COMPANY/PROPANE COMPANY
- GAS BILL/ELECTRIC BILL

RENTERS
- UPDATED COPY OF LEASE OR LETTER FROM LANDLORD STATING AMOUNT OF RENT & NUMBER OF HOUSEHOLD MEMBERS & IF RENT IS CURRENT
- SECTION 8 LEASE/ADDENDUM (SHOWING RENTAL BREAKDOWN)
- PUBLIC HOUSING LEASE

HOME OWNERS
- MORTGAGE STATEMENT
- MORTGAGE INTEREST STATEMENT
- HOME OWNER’S INSURANCE
- REAL ESTATE TAX BILL
- WATER/SEWER BILL
- RENTAL INCOME (Copy of rent checks, written statement from tenant w/
  rental address, amount and contact info, or copy of Schedule E from IRS.
- IF YOU OWN MULTI-FAMILY WITH VACANT UNIT(S) YOU MUST SUBMIT ELECTRIC OR BILL FOR VACANT APARTMENT

SERVING YOUR COMMUNITY THROUGH ENERGY PROGRAMS