



RICHELLE CROMWELL  
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### 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 2020 FEDERAL INCOME TAX RETURN INCLUDING SCHEDULE C
  - AFTER FEBRUARY 15<sup>TH</sup>, 2021, MUST SUBMIT COPY OF 2021 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 (CURRENT LEASE OR WRITTEN LETTER FROM TENANT)
- COPY OF MOST RECENT FEDERAL INCOME TAX RETURN INCLUDING SCHEDULE E
- ELECTRIC BILL FOR VACANT APARTMENT