CMCA LIHEAP Application Checklist

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This is a <u>general</u> guide on what to provide with an application. Every case is different and may require additional information.

★ Applications where all household members are actively receiving SNAP (food stamps) must have the following:
  ○ A completed application, signed and dated.
  ○ A copy of most recent utility bills (Disconnection notice for ECIP requests).

NOTE: Actively receiving SNAP does not automatically make the household eligible for assistance.

★ Applications where no household members are actively receiving SNAP (food stamps) benefits must have the following:
  ○ A completed application, signed and dated.
  ○ A copy of most recent utility bills (Disconnection notice for ECIP requests).
  ○ All income received the month prior to the month the application was submitted from ALL employers. (Example: Application was submitted in March. All income received in February must be included.)

NOTE: Income documentation is always based on the date the payment was actually received, not the pay periods!
  ○ A copy of all social security cards for all household members.
  ○ A copy of a driver's license for the applicant AND for anyone in the household that is 65 years old or older.

★ Applications where some household members are actively receiving SNAP (food stamps) benefits and others are not must have the following:
  ○ A completed application, signed and dated.
  ○ A copy of most recent utility bills (Disconnection notice for ECIP requests).
  ○ For all household members not receiving SNAP, refer to documents needed above when no household members are receiving SNAP (food stamps) benefits.

Additional forms and/or documentation may be required based on individual application circumstances. A notice will be mailed out should more information be needed for processing.