

Income Documentation

Application cannot be approved without complete information. Written proof of all types of income for ALL household members age 18 and over for the last consecutive and complete 3 months must be provided.

WAGES AND SALARIES (only for household members 18 years or older)

1. Check stub with "Year-to-Date" amount (for all jobs held in the previous 3 months, **please provide approximate start date as well as pay frequency (weekly, every 2 weeks, etc.)**)

SOCIAL SECURITY, S.S.I., OR DISABILITY (only need to send ONE of these, NOT all)

(You must provide documentation for Social Security or disability payments received for a child in the household)

1. Most recent bank statement showing your Social Security Deposit, the bank name and your name (if your check is handled through direct deposit). Please send full page, do not send cut up pages
2. Current year award letter from Social Security or a statement of benefits from the local Social Security Office (all pages)
3. A copy of your check

UNEMPLOYMENT BENEFITS

1. DWD printout covering the most recent 13 weeks, or complete DWD Wage history release form.

PENSIONS AND OTHER FIXED INCOME

1. The most recent statement showing GROSS income (**NOT** A BANK STATEMENT!)

SELF EMPLOYMENT

1. Federal 1040 form, all applicable schedules. (Must be signed)

DIVIDENDS AND INTEREST

1. Statement from the bank

VETERAN'S BENEFITS (only need to send ONE of these, NOT all)

1. Copy of awards letter, or copy of check
2. A recent bank statement showing your VA benefit, the bank name and your name (if your check is handled through direct deposit).

RENTAL INCOME, LEASE INCOME, LAND CONTRACT INCOME

1. Tax record

INCOME VERIFICATION AFFIDAVIT

1. Persons 18 or OVER without income in the past 4 months or persons with unrecorded income must complete an **Income Verification Affidavit**.
2. The **Income Verification Affidavit** must explain how expenses have been met. '0' and 'NA' or blanks are not acceptable.

Income Guidelines

Household size	Per month	3 months
1	\$2,686	\$8,059
2	\$3,513	\$10,539
3	\$4,339	\$13,018
4	\$5,166	\$15,498
5	\$5,992	\$17,978
6	\$6,819	\$20,458
7	\$6,974	\$20,923
8	\$7,129	\$21,388

The Energy Assistance Program reserves the right to request additional information as necessary!

Please send complete documents. Do not redact or make corrections using white-out on any documents provided to EAP.