Energy Assistance Program Application Checklist
for Program Year 2025/2026

Please use the checklist below to ensure all required documentation has been submitted. Not submitting all required documentation will result in a delay in processing your application.

(COPIES of documents are required. Our offices are NOT able to make copies for mail in applications).

You may submit your application via mail, fax (574-236-4891), or email to eapapps@realservices.org.

You may also submit an application online at https://ihcda.rhsconnect.com/
You MUST use the current program year's forms, NOT previous year's forms. If old forms are submitted, EAP will not be able to process your application!

- ❑ Complete the application listing all household members. Please list full Social Security Numbers for all household members

- ❑ Sign the application – applications cannot be processed without your signature!

- ❑ Income documentation for the past 3 months prior to the date of application for each adult age 18 and over. (see list for income documentation)

- ❑ Anyone claiming zero income must complete an Undocumented Income Verification (formerly Income Verification Affidavit) for the past 3 months with **explanations how expenses were met. (Must be completed for each adult household member, please make copies for additional adults in household). Please do NOT enter NA or 0; you must provide an explanation how expenses were met. Please use this year's form!**

- ❑ If 18 or older and in High School or College, documentation such as class schedule or current report card is required.

- ❑ If pregnant, documentation from your physician is required (to count unborn child as household member).

- ❑ **Renters**: A Tenant Verification Statement (formerly Landlord Affidavit) is required for those who rent and who have one or both utilities included in their rent. Your Landlord must complete this form. **Please use this year's form!**

- ❑ Copy of your most recent electric utility bill.

- ❑ Copy of your most recent heating bill.

INDEPENDENCE   DIGNITY   STRENGTH

Aging and Disability Resource Center
(574) 233-8205
(800) 552-2916

Home and Community Services
Elkhart Co. (574) 322-4185   Marshall Co. (574) 936-3175
Kosciusko Co. (574) 269-1173   St. Joseph Co. (574) 284-2644
LaPorte Co. (219) 324-4199

Energy Assistance
(574) 232-6501 or (800) 225-3367

Nutrition Services
(574) 256-1649