



HCCAA Client Checklist

Applicants applying for services will need to provide the following documents:

U.S. Citizenship & Identity and/or Alien Status Documentation

- Documents for all members of your household that will allow us to verify their **U.S. Citizenship, Identity and/or Alien Status**. Please see the US Citizenship & Identity Matrix and Fast Facts for Non-US Born Citizens for a list of approved documents. (Only applies to Utility Assistance & Weatherization)

Household Documentation

- Current gas and electric bills (all pages) and the name of your propane vendor
 - Proof of income for the past 30 days immediately prior to applying for services
 - EACH AWARD LETTER, AND/OR OTHER BENEFIT/INCOME LETTER SHOULD BE DATED **2021**.
 - ALL MEMBERS OF THE HOUSEHOLD.
 - SSI/SSP
 - SSA
 - SSDI
 - VA Summary of Benefits Letter
 - Child Support (**Last 30 days**)
 - Unemployment (**Last 30 days**)
 - Workers Compensation(**Last 30 days**)
 - Food Stamps (**most recent**)
 - TANF/WIC (**most recent**)
 - Alimony (**Last 30 days**)
 - Pension (**Last 30 days**)
 - Retirement(**Last 30 days**)
 - COVID-19 Stimulus Check
- Documented income (check stubs) for the **last 30 days** for **ALL HOUSEHOLD MEMBERS 18+**
 - Declaration of Income – For anyone with no documentable proof of income.

See the **Service Map** on our website **HCCAA.com** to locate your local centers contact information. A caseworker can let you know options for turning in documents in your area.