



# Required Documentation

Energy and Weatherization Assistance

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

- Documents for **all** members of your household.

Example: US Passport; **or**

US Birth Certificate **and** one of the following: Driver's License/TX Photo ID or Social Security Card

## Household Documentation

- Current gas and electric bills** (all pages) and the name of your propane vendor (APPROVAL NEEDED FOR A DISCONNECT NOTICE)
- Proof of income** for all household members for the **past 30 days** immediately prior to signing and dating the application.

- |   |  |
|---|--|
| <input type="checkbox"/> 2022 SSI/SSP (Supplemental Security Income)                                | <input type="checkbox"/> SNAP Food Stamps ( <b>most recent</b> ) |
| <input type="checkbox"/> 2022 SSA (Social Security)   | <input type="checkbox"/> TANF/WIC ( <b>most recent</b> )         |
| <input type="checkbox"/> 2022 SSDI (Social Security Disability)                                     | <input type="checkbox"/> Alimony                                 |
| <input type="checkbox"/> 2022 VA Summary of Benefits Letter   | <input type="checkbox"/> 2022 Pension                            |
| <input type="checkbox"/> Child Support  | <input type="checkbox"/> 2022 Retirement/Annuity                 |
| <input type="checkbox"/> Unemployment   | <input type="checkbox"/> COVID-19 Stimulus Check                 |
| <input type="checkbox"/> Workers Compensation   | <input type="checkbox"/> Child Tax Credit Payments               |
| <input type="checkbox"/> PAY STUBS for the <b>last 30 days</b> for <b>ALL HOUSEHOLD MEMBERS 18+</b> |  |

- Declaration of Income Form:** Complete for anyone 18+ with **no** documentable proof of income **or** cash income. **Must be notarized.** Center appointment: Completed at the time of your appointment.  
Mailed application: Notarize the same day the application is signed & dated.

## Additional Program Forms Required for Weatherization Services

- Household Members Intake Page
- WAP Program Application
- SSI/TANF Declaration
- Billing/Consumption Release
- Health & Safety Questionnaire
- Landlord Agreement (for rentals)

### Quick Tips for Mailed Applications

1. Order any missing documents.
2. Have Landlord Agreement signed.
3. Make copies of all required documents.  
**then,**
4. Complete application, sign and date.
5. Have the Declaration of Income form notarized the same day application is signed and dated.
6. Mail!

