



# HCCAA Application Checklist

Applicants applying for services will be required to complete the following:

## 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 U.S. Citizenship & Identity Matrix and Fast Facts for Non-U.S. Born Citizens for a list of approved documents. (Applies to Utility Assistance (water), & Weatherization)

## Household Documentation

- Current water bill (all pages)
  - Proof of income for the past 30 days immediately prior to signing and dating the application.
    - EACH AWARD LETTER, AND/OR OTHER BENEFIT/INCOME LETTER SHOULD BE DATED **2022**.
    - 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.  
\*\*Must be **notarized for Weatherization services**.

## Program Forms Required for Weatherization Services

Own or Rent; single family housing and mobile homes

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