



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 **2024**.
 - ALL MEMBERS OF THE HOUSEHOLD.
- SSI/SSP
- SSA
- SSDI
- VA Summary of Benefits Letter
- Child Support (**Last 30 days**)
- Unemployment (**Last 30 days**)
- Food Stamps (**most recent**)
- TANF/WIC (**most recent**)
- Alimony (**Last 30 days**)
- Pension (**Last 30 days**)
- Retirement(**Last 30 days**)
- Workers Compensation(**Last 30 days**)
- 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.