



Assistance Checklist 2021-2022

Income: Gross wages for all household members for the last 30 days prior to your application date.

★ 5 pay stubs if paid weekly ★ 3 pay stubs if paid bi-weekly ★ 2 pay stubs if paid monthly

Examples of other required income: Employment, Self-employment, Unemployment, Alimony, Workers Compensations, Social Security, Pensions, Retirement, Civil Service, Annuities, Bank Interest over \$50 a year.

2021 Social Security: The most recent Social Security Award letter is required for all household members receiving Social Security, regardless of age. (We will need your 2022 Award Letter if you are applying after January 1st of 2022)

State and City Assistance: If anyone received assistance from your local town or state welfare (rent, utilities, food stamps, TANF, APTD, OAA, NHEP, etc.) we will need a copy of the most recent decision letter.

Child Support Paid or Received: A child support form must be completed for children, if both biological parents do not live in the home. If you pay out, also attach proof of receipts from the last 30 days.

No or Low Income: Household members 18 years or older with no or low income, who are not in high school, must complete this form. If 18 years of age or older and a full-time high school student, we will need proof of the student status from their school.

Self-Employed: Self-employed household members are required to provide a copy of their signed 2021 tax return and must include all Schedules. If you did not file, we will provide you with the required back up forms.

2021 Tax Return: All applicants must provide a copy of their complete IRS Tax Return. Any adult household members that did not file will need to complete a 4506-T to show proof of non-filing.

Landlord Tenant form: All heat included households must have a Landlord/Tenant Form completed by their landlord.

Social security numbers and Dates of birth: Are required for all household members. (Social Security cards will be requested if we do not have a copy on file)

Fuel vendor and Account number will need to be provide at the time you apply(you must have an account set up prior to your applying) If you used the same vendor for the last 12 months please bring your last month's usage. (let us know if you need assistance getting this from your vendor

Electric Bill: A copy of your most recent electric bill (Eversource or NH Electric Co-op).

Please keep in mind that not all circumstances can be addressed, and that additional paperwork may be requested during the application process. Please feel free to contact our office to discuss unusual circumstances so we can best assist you.

Dover Outreach 577 Central Ave. Ste. 10, Dover, NH

Monday through Friday, 8:30 AM-4:30 PM

Automated Scheduling System (603)206-8525 or <https://straffordcap.itfrontdesk.com>