



Appointment date:

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## **Fuel and Electric Assistance Programs 2023-2024** **Documentation List**

**Income:** Gross income for all people living in the home 30 days prior to your application date.

- **Employment:** For all employed members in the household (do not include high school students).  
\*5 pay stubs if paid weekly      \*3 pay stubs if paid bi-weekly      \*2 pay stubs if paid monthly
- **2023 Social Security:** 2023 Award letter is needed for all household members receiving Social Security, regardless of age. The 2024 Award Letter is needed if you are applying after January 1<sup>st</sup>, 2024 (Dependent on date payment received).
- **Self-Employed:** Individuals will supply a copy of their **signed 2022 tax return** and must include all Schedules. If you did not file taxes, CAPSC will supply added forms for completion.
- **Child Support Paid or Received:** A child support form needs to be completed for children if both biological parents do not live in the home. If you pay child support, please attach proof of receipts from the last 30 days.
- **State and City Assistance:** If any household member received aid from local town or state welfare (rent, utilities, food stamps, TANF, APTD, OAA, NHEP, etc.) CAPSC will need a copy of the most recent decision letter, please include all pages.

**Other examples of countable income:** Unemployment, Alimony, Workers Compensation, Pensions, Retirement, Civil Service, Annuities, Bank Interest over \$50 a year.

**No or Low Income:** When there is little or no income in the household, clients must complete the No or Low-Income Form. This form is completed for any household member that is 18 or older and not in high school.

**2023 Tax Return:** All applicants must supply 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 Verification Form:** Mandatory when heat is included in the rent.

**Social Security Numbers and Dates of Birth:** Needed for all household members. (Social Security cards will be requested if there is not a copy on file.)

**Fuel Vendor and account number:** Provided at the time of application (please have an account set up prior to applying) If you used the same vendor for the last 12 months, please request your last 12 months usage.

**Electric Bill:** Copy of most current electric bill.

**Please keep in mind that not all circumstances can be addressed, and other paperwork may be requested during the application process. Please contact our office to discuss any unusual circumstances so we can best help you.**

CAPSC - Energy Services – 577 Central Ave Ste. 10 Dover, NH 03820

Monday-Friday, 8:30AM – 4:30PM

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