2015-2016 WISCONSIN HOME ENERGY ASSISTANCE PROGRAM CHECKLIST

To avoid unnecessary delays, the following checklist will help you prepare for your application process. It is important that you provide the documentation required. Agencies may not be able to directly obtain income and Social Security information.

Photo Identification

Be prepared to show a photo identification card, such as:

- ❑ Driver's license; OR
- ❑ Government issued photo ID; OR
- ❑ Other photo ID (employer ID for example)

Social Security Number (SSN)

Be prepared to provide the Social Security Number (SSN) for every person in your household.

Citizenship

If you or any member of your household is not a citizen of the United States, provide: Non-expired documentation of lawful status in the United States. Examples of documentation include:

- ❑ Permanent Resident Card (I-551)
- ❑ Unexpired foreign passport stamped by the U.S. Government indicating that the holder has been "Processed for I-551"
- ❑ Permanent resident Re-entry Permit (I-327)
- ❑ Arrival Departure Form I-94 with "Temporary I-551" stamp and holder's photograph affixed
- ❑ Travel Document issued to Permanent Residents (I-327)
- ❑ Travel Document issued to Refugees (I-571)
- ❑ Form I-94 stamped with one of the following statuses: Asylee, Parolee or Parole, Refugee, Asylum, HP-humanitarian parolee, PIP-public interest parolee, or Cuban-Haitian Entrant

Proof of Residency

To verify that you live in Wisconsin and the county/tribe on the application, provide:

- ❑ Wisconsin driver's license with current address; OR
- ❑ Copy of utility bill with current address; OR
- ❑ Copy of real estate tax bill; OR
- ❑ Other third-party evidence of your residential status.

Heating Costs

If your heat is provided by a Class A utility (We Energies, Wisconsin Public Service, MG&E, Alliant, or Xcel), provide your fuel account number. If your heat is provided by another company, provide evidence of your household's primary heating costs for the last 12 months:

- ❑ A statement from your fuel dealer listing your heating costs for that period; OR
- ❑ Copies of your heating bills for that period.

Electric Costs

The Public Benefits program assists eligible households with non-heating electric costs (i.e. lighting and water heat). If your electric service is provided by a Class A utility (We Energies, Wisconsin Public Service, MG&E, Alliant, or Xcel), provide your electric account number. If your electricity is provided by another company, to determine if you are eligible to receive a benefit for your non-heating electric energy costs, provide:

- ❑ Copies of your electric bill for the same time period as your heating bill.

Landlord

If you rent, provide:

- ❑ The name, address and telephone number of your landlord or building manager (the person to whom you pay your rent); OR
- ❑ Your rental agreement (lease).

Child Support (CS) Paid

If you pay child support, provide evidence of the support you paid during the 3 months prior to the month of application. Provide:

- ❑ Copies of your cancelled checks; OR
- ❑ A printout from the CS agency or from the WI Support Collections Trust Fund showing the amount of CS paid in the 3 months prior to the month of application.

Dividends and Interest Income

Provide evidence of your household's interest and dividends income for the last 12 months:

- ❑ Last year's 1099; OR
- ❑ Bank statements (covering a 12 month period); OR
- ❑ Statements from companies that paid dividends.

Income

Provide evidence of your entire household's gross income for the 3 months prior to the month of application. See the back of this page for more details regarding what to provide. Some household members may be required to provide annual income information. (See reverse for specifics.)

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2015-2016 Home Energy Plus Income Guidelines

Household Size	3 Month Combined Household Income
1	$6,400
2	$8,370
3	$10,339
4	$12,308
5	$14,277
6	$16,247
7	$16,616
8	$16,985

PLEASE PROVIDE THE FOLLOWING PROOF OF INCOME (for the 3 months prior to the month of application, unless stated otherwise):

Wage Income
- ❑ Pay stubs; OR
- ❑ Employer payroll statement

Self-Employment Income
- ❑ Your most recent federal income tax form 1040 including all schedules; OR
- ❑ Your personal records for self-employment income for the past 12 months

Farm Income
- ❑ Your most recent federal income tax form 1040 including Schedule F; OR
- ❑ Your personal records for farm income for past 12 months

Unemployment Compensation
- ❑ A printout from the unemployment office, verifying the checks you have received; OR
- ❑ Copies of each unemployment check you received in the 3 months prior to the month of application; OR
- ❑ If seasonal, copies of 1099-G for last tax year

Land Contract Income
- ❑ The Land Contract and amortization schedule of payments; OR
- ❑ Schedule B

Rental Income
- ❑ Your most recent federal income tax form 1040 including Schedule E; OR
- ❑ Rent receipts; OR
- ❑ Your records of rental income for the past 12 months

Supplemental Security Income (SSI)
- ❑ SSI award letter; OR
- ❑ SSI check stubs; OR
- ❑ Bank statements (State SSI only)

Social Security and Social Security Disability Insurance (SS and SSDI)
- ❑ SS award letter; OR
- ❑ SSA-1099; OR
- ❑ Social Security Administration (SSA) benefit statements

Pensions, Annuities, IRAs
- ❑ Check stubs; OR
- ❑ 1099-R; OR
- ❑ Gross dollar amounts from statements covering a 12-month period

Child Support (CS) Payments Received
- ❑ CS debit card statement; OR
- ❑ A printout from the CS agency or from the WI Support Collections Trust Fund showing the amount of CS received

Income for Seasonally Employed
(Including but not limited to construction worker, teacher, etc.)
- ❑ Copy of your 1040 including all W-2s and 1099s

Temporary Assistance for Needy Families (TANF)/ Wisconsin Works (W2) Benefits
- ❑ Check stubs; OR
- ❑ Award letters; OR
- ❑ A letter from the TANF/W2 agency stating your assistance amount

Veteran's Benefits
- ❑ The most recent letter from the Veteran's Affairs stating your monthly benefits; OR
- ❑ Check stubs

Additional Income Types
Such as: Disability, Tribal per capita, or Worker's Compensation
- ❑ Stubs or statements from the checks

Home Energy Plus is administered by the Wisconsin Department of Administration's Division of Energy, Housing and Community Resources. Home Energy Plus programs include the Wisconsin Home Energy Assistance Program (WHEAP) and the Weatherization Assistance Program. These programs help income-eligible households with energy bill payments and energy efficient measures that reduce energy usage.

For more information:
1-866-HEATWIS (432-8947)
www.homeenergyplus.wi.gov

Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
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