ENERGY ASSISTANCE \*\*CLIENT CHECKLIST\*\*

This serves as a Quick List of items that clients will be responsible for when bringing with them to their appointment or when dropping off their Mail-In Applications.

* **Application**: Ensure **ALL** highlighted areas are complete; the application is signed and dated.

**\***Initial and sign the 3rd page TPU Disclosure form

* **Secondary Applicant(s)**: If more than 1 adult in household; we collect their information as well to include their valid ID. If client(s) have a child that is 18 years of age, residing within their home and is still in school, then we will make copies of their student ID (if they have).
* **Picture ID**: Picture ID is required for **ALL** household members age 18+ (ex. Passport Id, Department of Corrections ID, Tribal ID, Military ID); these items must be valid and not expired (State ID).
* **Social Security Cards**: **ALL** clients must have a SS card, or ITN number (can accept W-2, SS Documentation, or Receipt from SS in lieu of card).
* **Income Verification**: **ALL** paystubs are required at time of appointment (payroll dates are NOT actual pay dates). We only accept GROSS INCOME for **ALL** earned income.

**\*Earned Income**: Previous 3 months of paystubs of actual pay dates, from the date of the application (ex: application is signed and dated in Dec, then we would need to collect paystubs from Sep, Oct, and Nov)

**\*Fixed Income**: TANF, Refugee Assistance, GA/GAU (can be verified through DSHS or can take the current award letter). SSI, SSA, SSP, Retirement, Pension, etc., WILL NEED AWARD LETTER showing the monthly amounts received.

**\*Child Support**: Printout from the Division of Child Support enforcement agency needs to be from the first of the month to the end; (ex: if the date of application is in December, then the printout needs to show pay dates from Sep 1st to Nov 30th)

**\*Unemployment**: **ALL** paystubs for the weekly benefit amount OR a printout for the last 3 months from the Unemployment Office

**\*Self/Rental Employment**: Account ledger of monthly income, bank statements for business showing the deposits

* **Utility Bill**: client has to bring one current utility bill either in their name or the secondary’s name, or BOTH. (Tacoma Power or Puget Sound Energy)