



Low Income Home Energy Assistance Program Document Checklist



The documents listed below must be uploaded with your online application, returned via e-mail to liheap@leegov.com, mailed to Human and Veteran Services, or placed in the drop box in front of the Human and Veteran Services office at 2440 Thompson St., Fort Myers, FL 33901.

Si necesitas esta aplicación para la asistencia eléctrica LIHEAP en español, por favor llamar al 239-533-7900

Please check once you have provided the required information

Identification information

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| 1 | Photo ID: for all household members age 18 and over. ID must have a Date of Birth. |
| 2 | Children's ID: for all children under 18 we need a Birth Certificate, WIC record or shot record |
| 3 | Social Security Card: for all household members |

Income Information for all household members 18 and over
Entire house's gross income within the last 30 days.
No Bank statements will be accepted.

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| 4 | Wages: If you work for cash please fill out in self-declaration section. |
| 5 | VOE: Verification of Employment form used if you do not have a paycheck or proof of gross pay. |
| 6 | Social Security, SSI, VA: We need CURRENT award letters showing your gross award |
| 7 | Pension: Current benefit statement with gross benefit amount listed |
| 8 | Unemployment: Verify current gross rate online / Please provide Pin#: _____ |
| 9 | Child Support: last 30 days / cannot accept bank statement's |
| 10 | TANF submit award notice |
| 11 | Self-Declaration section complete for all individuals 18 and over. |
| 12 | Food Stamp award letter showing your benefit & household members |

Where you live and who your electric company is

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| 13 | Lease shelter statement or proof of homeownership |
| 14 | Electric bill(current bill or deposit account number) If your LCEC bill is in someone else's name, please provide PIN#: _____ |
| 15 | Utility Allowance: if you are receiving Section 8 and a utility allowance. You must provide proof that you have paid this allowance to your utility bill each month before we can assist. |
| 16 | Please initial that you have read all the necessary paperwork to process your application. |

Low Income Home Energy Assistance Program application will be processed within 15 working days, if funds are available. Action will be taken within 18 hours of the receipt of a crisis or past due bill provided all information is submitted with your application.

If you are in danger of having your electric shut off, you may need to work out an arrangement with your electric company. FPL : (239) 334-7754 LCEC: (239) 656-2300

Even though you are applying for electric assistance you must continue to pay your bill. If approved it will take several weeks for the electric company to receive our check. If you stop paying you could be charged a new deposit or get disconnected. You will continue to be notified of your bill until the utility company receives the LIHEAP check.

Additional resources may be available to you.

- You are encouraged to contact the United Way 211 at 239-433-3900 for a list of possible referrals.
- Lee County Department of Human and Veteran Services may also be of assistance if you suffered a loss of income or medical crisis (239) 533-7900.