

MID-SIOUX OPPORTUNITY, INC.
Low-income Home Energy Assistance Program
Winter 2011-2012

**YOU WILL NEED TO BRING THE FOLLOWING INFORMATION WITH
YOU WHEN YOU APPLY:**

1. **If you did not apply for the LiHEAP Program last year:** We will need proof of *social security numbers* for **ALL** household members. Originals of the following will be accepted:
 - Social Security card
 - Financial statement showing the SSN
 - Payroll stubs showing the SSN
 - Military ID card showing the SSN
 - Any official document or form from the Social Security Administration that contains the SSN
 - Veterans Universal Access Identification
 - Iowa Department of Human Services Direct Payment Register
 - Printout from Family and Children's Services that show the child's name, birthdate, and SSN(foster children)
 - Selective Service Registration Acknowledgement
 - Unemployment printout from Workforce Development
 - Iowa non-driver ID
 - W-2, 1040, 1040A, 1040EZ, and other related forms completed by a professional tax preparer are also acceptable. For tax returns, you will need to certify this by including a copy of the appropriate page of the return, which shows the name of the professional preparer, in the file.
 - Medicare Card is acceptable only if the household is unable to provide other documentation and they can attest to the fact this is their actual SSN.
 - Documents that *are not* acceptable include a metal or plastic version of the Social Security Card and tax returns *not* prepared by a professional.
 - If any family member is a temporary foreign national, a copy of the I-94 card must be provided.**Applications will be denied if we do not have this information for all household members.
2. The *date of birth* of all members of your household.
3. Your current bill or statement from your **HEATING SUPPLIER**.
(The bill is used to verify your account number and supplier.)
4. Your current bill or statement from your **ELECTRIC SUPPLIER**.
(The bill is used to verify your account number and supplier.)
5. If you are a renter and your heating and electric costs are included in your rent payment you will need to pick up a **landlord form** from our office and have the landlord sign this form. We can also send this form to you. You may not apply for program until form is signed by landlord.
6. Your current local **telephone bill** to apply for Low-income LifeLine Telephone Credit.
(If you are already receiving LifeLine Telephone Credit, you do not need to bring the telephone bill.)
7. **Verification of the gross income from all sources for all household members**
 - For monthly benefits, (SSA, SSI, VA, Pension) you need only bring a copy of your most recent check – if the amount has not changed in the past three months, **OR** a bank statement showing the direct deposit, **OR** your most recent award letter.
 - Front page of your 2010/2011 federal income tax **OR** the past 13 weeks of paystubs.
 - Other documentation as needed.
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All income needs to be from the same time period for all household members.