



## Chattanooga Youth & Family Development 2016-2017 LIHEAP Requirements



You must submit the following documentation in order to complete your application for assistance. **Due to the volume of applicants, YFD is not responsible for obtaining account histories or disconnect notices for you, even if we have done so in the past.** Failure to provide this information will result in a delay or denial of your application. You will receive a determination letter by mail. Credits may take an additional 3 weeks to reach your account. Please contact the office with questions at **(423) 643-6434**.

*You are required to submit current and verified documentation each time you apply. We CANNOT use documentation from a previous application, nor does YFD keep the following information "on file," even if you have received assistance previously.*

- 2016-2017 LIHEAP application, signed and completed in full**
  
- Proof of Social Security numbers for ALL household members.** Proof must be in the form of Social Security Card or other documentation from the Social Security Administration. Please note that we cannot use Medicare cards or any other secondary documentation for SSNs. If you mail in your application, do NOT submit original SS cards; please only include a copy of the cards.
  
- Proof of Income for the most recent 8 weeks for ALL household members 18 or older.** Note that federal guidelines do not allow us to accept bank statements as proof of income.
  - If paid every week, submit 8 check stubs. If paid every other week, submit 4.
  - Social Security, Disability (SSI), VA, or Pension Award Letters showing gross (before deductions) amount for the CURRENT year. (Year-end tax forms are NOT acceptable.)
  - Child support, alimony, or unemployment income documentation, if applicable.
  
- Account History** for the past 12 months from your utility provider, including current bill
  - The Account History is NOT the same as your Payment History. For EPB clients, this information can only be obtained directly from EPB and is not available to you online.
  - Alternately, you may submit your last 12 utility bills. (e.g. Chattanooga Gas)
  - If you have not been in your current residence for 12 months, your account history is only required from the time the account was opened.

\*For clients with an **active** Food Stamp case, YFD can obtain SSN and income verification **only** if **all** household members are on the case. If you are unsure, please bring the above documentation.

*Chattanooga Youth & Family Development does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, national origin, religion, sex, gender, or on the basis of disability or age in admission to, participation in, or receipt of their services and benefits of any of its programs and activities.*