

UTILITY ASSISTANCE REQUIREMENT FORM

*****PLEASE READ CAREFULLY*****

The following information must be provided to Southeastern Arizona Community Action Program, Inc. (SEACAP) to determine if you are potentially eligible to receive utility assistance. Your application **WILL NOT** be completed if any of the required documentation is missing.

***** Be aware there may be additional documentation required based on your situation. *****

1. Proof of gross income for the last thirty (30) days from the date of application for **everyone** living in your household.

- Bank statements will **NOT** be accepted for proof of income. Documents must be from the originating source.
- Zero income requires proof of how you have been meeting your expenses for the past 60 days.

*****Examples of income and acceptable documentation are listed below (Not limited to) *****

Employee Wages: Pay Check Stubs
Social Security, SSI, SSDI, Workman's Comp: Award Benefit Letters (Current Year), Current Printout from Social Security Office
Unemployment Benefits, Child Support, Alimony: Payment History (Printed day of assistance)
Pensions, Retirement Plans: Lifetime Benefit award letter, Stub for the current month received
Self-Employment/Odd Jobs: Daily Ledger, Recipient(s) Letters of Receipt
DES (Cash Assistance): Current DES/FAA Award letter, DES printout of cash assistance

2. Social Security Cards

(For everyone living in your home)

3. Picture I.D. for **applicant** only

(Applicant must be the person who is listed on the utility bills)

4. Proof of U.S. legal status for **applicant** only:

*****Examples listed below: (Not limited to) *****

Certificate of Live Birth	Certified Birth Certificate	Certificate of Naturalization
Permanent Resident Card	US Passport	Tribal Enrollment Card/ Certificate
American Indian Census Rec.	Medicare Card	Religious Record (within 3 months of birth)

5. Utility bills and/or deposit statements **(Must be dated within the last thirty (30) days from the date you apply)**

- Gas, Water, Electric, Propane, and Wood
 - Bring all pages of the utility bills
- Deposit statements and/or propane quotes must include:
 - Your name
 - Service address
 - Account Number
 - Company letterhead
 - Company phone number and date.

For additional information or any questions contact us at 1-800-293-1144