

UTILITY ASSISTANCE REQUIREMENT FORM

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

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.

1. Proof of gross income for the last thirty (30) days from the date of application for **everyone** living in your household. ***Examples of acceptable documentation are listed below (Not limited to) ***

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

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.
6. Bank Account Documentation
 - Deposit Form or Voided Check (Must show Bank Routing and Account Number)
7. Personal Email Address
8. Proof of Residence
 - Lease Agreement
 - Mortgage Statement or Property Taxes Invoice/Statement

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