

# Southeastern Arizona Community Action Program

The following documentation 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.

## Requirement List

### Weatherization and Utilities/ Appliance Repair & Replacement

#### **NOTE:**

Bring documentation applicable to you and your household. There may be additional documentation required based on your situation.

#### **INCOME DOCUMENTATION FOR EVERYONE LIVING IN YOUR HOUSEHOLD.**

Examples of acceptable documents:

##### **Proof of gross income for the last thirty (30) days from the date of the application**

- Employee Wages:** Pay Check Stubs, Employer ledger of gross wages
- 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 30 days.

#### **HOME OWNERSHIP MUST BE UNDER THE APPLICANTS NAME**

Examples of acceptable documents:

- Mortgage:** Current statement and proof of payment (**if bill was due**)
- Mobile Home:** MVD Title or Title of Affixture
- Paid 100% through Mortgage:** Deed of Release of Debt or Release of Re-conveyance
- Paid 100% in Cash:** Affidavit of Property Value
- Proof can't be obtained:** Short Term Lien Search completed through Title company (Fees may apply)
- Renting:** Current legal Lease Agreement (**Must specify appliances owned by the applicant**)

#### **PROOF OF CITIZENSHIP EVERYONE LIVING IN THE HOUSEHOLD**

Examples of acceptable documents

- Certificate of Live Birth
- Certified Birth Certificate
- Certificate of Naturalization
- Permanent Resident Card
- US Passport
- Tribal Enrollment Card/ Certificate
- Religious Record (within 3 months of birth)

#### **Contact Information**

1-800-293-1144

#### **ADDITIONAL REQUIRED DOCUMENTATION**

- Social Security Cards (**Everyone living in your home**)
- Picture Id (**Applicant Only**)
- Proof of Current Property Taxes (**Document must come from the county**)

#### **UTILITY BILLS MUST BE UNDER APPLICANT'S NAME**

*(If someone else is also listed on the bills that person must be present on the day of the application)*

- Current Electric Bill
- Current Gas Bill

Visit our website for more information

[www.seacapaz.com](http://www.seacapaz.com)