

Southeastern Arizona Community Action Program

UTILITY ASSISTANCE REQUIREMENT LIST

NOTE:

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

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.

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.

UTILITY BILLS MUST BE UNDER APPLICANTS NAME.

(Applicant must bring both electric and gas bill no matter the assistance you're applying for)

All bills must have a bill date within the last thirty (30) days from the date of the application.

Bring all pages of the utility bills.

- ☐ Gas
- ☐ Water
- ☐ Propane***
- ☐ Wood***
- ☐ Electric

*****Prepaid accounts:** Must go to the utility company on the day of assistance and ask for the following screenshots:

Accounts receivable, Prepaid Daily Billing Charges and Transaction history

Deposit statements and/or propane quotes must include the following: ***

- ☐ Your name
- ☐ Service address
- ☐ Account Number
- ☐ Company letterhead
- ☐ Company phone number and date.
- ☐ **Voided Check or Direct Deposit Form (Must show bank routing and account number)**

PROOF OF CITIZENSHIP FOR 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)

ADDITIONAL REQUIRED DOCUMENTATION

- ☐ Social Security Cards (**Everyone living in your home**)
- ☐ Picture Id (**Applicant Only**)
- ☐ Personal email address
- ☐ Proof of **one (1)** type of Public Assistance received if any (**For any household member**):
Examples: Food stamp printout, AHCCCS Card, Medicare Card, Social Security Benefits, etc.
- ☐ Proof of Utility Allowance can be obtained at Housing department or Landlord: Tenant Certification, Recertification Form or Housing Department Utility allowance calculation form.
(Applicable only if you live in **Section 8, Subsidized or Income Based Housing**)

Contact
Information

1-800-293-1144

Visit our website for
more information

www.seacapaz.com