

DOCUMENTATION CHECKLIST

All documents must be submitted *with* your completed application. Please review the document checklist *before* submitting your application package. THE FOLLOWING IS ONLY A PARTIAL LIST. PLEASE CALL THE OFFICE FOR ADDITIONAL INFORMATION.

ALL DOCUMENTS MUST BE CURRENT WITHIN 30 DAYS OF THE APPLICATION DATE.
Please send copies. Originals will not be returned.

Energy Bills:

- **All pages** of the **regular** Pacific Gas & Electric (PG&E), City of Lodi (COL), or Modesto Irrigation District (MID) utility bill; propane fuel invoice (**residential**), wood receipt (**for heat only**). **REQUIRED FOR DELINQUENT/OR SHUT-OFF ACCOUNTS:** The regular bill **and** the PG&E 48 hour notice, or the delinquent notice for all others. **FOR COL AND MID CUSTOMERS:** If the primary heat source is natural gas or propane, the PG&E gas bill or the propane bill is required.

Current Gross Earnings for the last thirty (30) days for all household members:

- **CALWorks/CALFresh:** Notice of Action or Passport to Services;
- **Supplemental Security Income (SSI):** Notice of Planned Action or Form 2458; computer printout from Social Security Office; copy of bank statement showing SSI direct deposit; copy of SSI check;
- **Social Security (SSA):** copy of annual award letter current check(s); SSA Form 4926, or 2458; computer printout from Social Security Administration Office; bank statement showing direct deposit;
- **Pension and Annuities:** copy of a current check; verification on letterhead or annual statement from pension plan dated for the current year;
- **Wages:** Copy of current paycheck stub(s) covering a one-month period and showing gross income. Paystubs must be consecutive (no gaps).
- **Interest Income:** monthly or quarterly bank statement; statement of interest income from bank or agency;
- **Disability Compensation:** copy of a current check; printout or letter from agency or insurance company verifying the compensation amount;
- **Unemployment Benefits:** copy of current check(s) or stubs; printout from Employment Development Department;
- **Child and/or Spousal Support:** copy of current benefit statement or check;
- **Support from an Individual:** copy of check and statement signed by person providing the support;
- **General Assistance:** Notice of Action from County Social Services; copy of a current check;
- **Veteran's Benefits:** letter indicating receipt of Veteran's Pension; copy of Veteran's Administration check stub;
- **Current signed Federal Form 1040 Tax Return and Schedule C: FOR SELF-EMPLOYED ONLY or Schedule E: FOR RENTAL INCOME** (2018 Federal 1040 Tax Return valid through April 15, 2020);
- **Household Members 18 years of age or older with Zero Income:** must complete CSD Form 43B Certification of Income and Expenses. **Zero Income Households:** must **also** complete a Statement of Financial Support Form, and include a copy of their rental agreement or mortgage statement, and a current bank statement. Visit the website: www.sjchsa.org to download the forms, or pick them up in the lobby.

Proof of US Citizenship or Legal Residency:

US Birth Certificate | CA REAL ID | United States Passport (unexpired) | Certificate of Naturalization | Permanent Resident Card (unexpired)

FREQUENTLY ASKED QUESTIONS

Q: Must the utility bill be in my name to apply for help?

A: No, however the applicant must reside at the service address and be responsible for energy costs in the home.

Q: How long will it take to process my application?

A: Please allow 4 to 6 weeks for processing. There is no need to call the office. If your application is approved, a benefit payment will be issued directly to your utility company in one to two billing cycles after approval.

Q: How much do I qualify for?

A: The benefit amount is based on several factors: the number of people living in the household, the total household income, and energy account status. Non-emergency benefits range from \$213 to \$488.

SAN JOAQUIN COUNTY ENERGY PROGRAM | PO BOX 201056 | STOCKTON, CA 95201
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PARA ASISTENCIA EN ESPAÑOL: Por favor llame a la oficina.