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 pages 1 and 2, Schedule 1, and Schedule C FOR SELF-EMPLOYED ONLY or Schedule E: FOR RENTAL INCOME (2020 Federal 1040 Tax Return valid through April 15, 2022);
  • 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:

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 $346 to $649.