

# 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](http://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 \$346 to \$649.

**SAN JOAQUIN COUNTY ENERGY PROGRAM | PO BOX 201056 | STOCKTON, CA 95201**  
**209-468-1500 📞 | Toll Free 1-877-977-3988 📞 | 209-932-2649 📠 | [heap@sjgov.org](mailto:heap@sjgov.org) ✉️ | [www.sjchsa.org](http://www.sjchsa.org) 🌐**

**PARA ASISTENCIA EN ESPAÑOL: Por favor llame a la oficina.**