



2021-2022 Energy Assistance Program Checklist

Online:	www.indyeap.org
Mail:	INDYEAP P.O. Box 11469 Indianapolis, IN 46201
Drop off:	Monday-Friday 9am-5pm John Boner Neighborhood Center 2236 E. 10 th St. Indianapolis, In 46201
Appointment:	www.indyeap.org

CONTINUE TO PAY YOUR UTILITY BILLS. Applications may take up to 55 days to process, and approval is not guaranteed. If you have a disconnect notice or are disconnected **DO NOT MAIL YOUR APPLICATION; visit www.indyeap.org to schedule an appointment. Once an appointment has been scheduled, please contact your utility provider and inquire about payment arrangement options.**

To apply for the program you must complete the attached application. **Print clearly utilizing blue or black ink pen, do not use a pencil.** If you make an error, do not use white-out. Simply draw a line through the error, initial it, and enter the correct information. **Please remember to sign and date your application.**

**** Failure to provide all required documents could delay application processing. ****

- 2021-2022 Energy Assistance Application** - *Must be signed and list all household members.*

- Signed Referral Form**
 - State or Federally Issued Photo ID

- Social Security Number Verification** - *documentation must include full name and full social security number:*
 - U.S. Social Security Administration (SS card) Confirmation on hospital letterhead
 - Real ID from any state (star in left corner) • W2 or 1099 (no 1040's)
 - Official STAMPED document from: Family Social Services Administration • United States Passport
 - Children under 1: Birth Certificate or Birth • "For work only" Social Security Card

- Indiana Residency with physical address**
 - Driver's license or state ID • Current Utility Bill
 - Current lease agreement • Mortgage Statement

- Income Documentation** - *Must include all income received for the past 90 days for everyone age 18 or older.*
 - Most Recent Paystubs - *Must show name and gross year to date* • School Schedule/Report Card- High School/College Student age 18-23- *Must show enrollment of 12 credits hours more*
 - Social Security/Railroad Benefits/Pension- *Current award letter/1099/Bank Statement* • Income Verification Affidavit- *for any months with no income-Must be fully completed.*
 - Unemployment - *Signed DWD Release Form* • Irregular Income/Odd Jobs- *Self-declare/Income Verification Affidavit/Payment Receipt*
 - VA Benefits- *Current Award Letter*
 - Self-Employment - *Prior year tax return Including all schedules*

- Utility Bill (AES/CITIZENS)**
 - Must be in adult's household members name, if not a completed utility affidavit is required
 - Must match address on application and include all pages of the bill.

- Landlord Affidavit** - *Utilities included in Rent*
 - Must be completed by landlord
 - Must include Rent payment amount
 - Direct Benefit Payment Form or voided check with Bank Account/Routing Number

Additional Information:

Veteran: If any member of the household is a **veteran**, please provide documentation, such as a DD Form 214, VA benefit documentation, or military identification reflecting current or previous duty.

If **pregnant**, documentation from your physician is required to show estimated due date. Please list "unborn Baby" as a household member on your application.

Child Support: If you **pay** child support, proof of payment amount must be provided.

Additional Information may be required once application is processed.