Date: _____
Customer Name: _____

HILLSBOROUGH COUNTY SOCIAL SERVICES DEPARTMENT

ENERGY APPLICATION REQUIREMENTS

All requirements listed below **MUST** be provided to our office at the time of scheduled appointment. Only complete packets will be accepted, which includes verification for **ALL MEMBERS OF THE HOUSEHOLD**.
Any incomplete application or documentation will not be accepted and will result in a forfeit of the appointment.

VERIFICATION DOCUMENTS

- ☐ **Home energy expense: statement or notice (If the bill is not in a household member's name, provide a written statement from the account holder stating why the bill is in their name)**

- ☐ **Identification (One (1) form for EACH member of household – No more than 1 year expired)**
  Acceptable Documents:
  Adults:
  Driver's license or State ID; Immigration verification (green card); Military Photo ID; VA Identification card with DD214; passport; Certificate of Naturalization
  Minors:
  Exemption: If not available, no ID required for newborns within first 60 days
  Driver's License or State ID; Immigration verification (green card); Birth certificate; School records; Immunization records, with government seal or letterhead; passport; Certificate of Naturalization

- ☐ **Social Security Number Verification (One (1) form for EACH member of household)**
  Acceptable Documents documentation must include full name and full social security number**:**
  Exemption: If not available, no SS required for newborns within first 60 days
  U.S. Social Security Administration (SS card); or official **STAMPED** document from: Florida Department of Children and Families; U.S. Department of Veteran's Affairs; U.S. Internal Revenue Service; official school documentation (i.e. transcripts)

- ☐ **Two (2) separate verifications of Hillsborough County residency with physical address**
  Acceptable Documents at least one verification must be at current physical address**:**
  Driver's license or state ID; Current lease agreement; Mortgage Statement; Homestead Exemption Documentation; Verification of Home Ownership; Rent receipt listing: date, property address, landlord's name and contact information (excluding motel, hotel, or extended stay receipts); Public utility (water, gas or electric) bill *NO Counter Bills; Vehicle registration; Voter registration card; Verification of child school enrollment; Recent historical record of residence documented through a County department or other social service agency's case record; Canceled mail (envelope) from a federal, state, or county agency; and/or Declaration of Domicile recorded **STAMPED** with the Clerk of the Circuit Court of Hillsborough County

- ☐ **Verification of citizenship or residency status (One (1) form for EACH member of household)**
  Acceptable Documents
  U.S. Passport; Consular Report of Birth Abroad (Form N600 or replacement N565); Certificate of Naturalization (Form N-550 or Form N-570); I-551 Permanent Resident "Green Card"; if the card does not have an expiration date, it must have I-551 on the back in the bottom right corner to be valid; I-94 Refugee Status granted indefinitely; I-94 Asylee Status granted indefinitely; and/or I-94 stamped "Temporary I-551 Evidencing Permanent Residency"

- ☐ **Income Guidelines** Gross income at or below 150% of Federal Poverty Guidelines
  Verification of income (**Gross income for ALL household members** for the **past 30 days**, from day of appointment
  Acceptable Documents
  Employment pay statement; award letters or print out for: SSA benefit; Unemployment; Temporary Assistance for Needy Families (TANF); Affidavit of Support, Child Support, Alimony, Workman's Compensation, Pension/Retirement/Cost of living allowance; Strike Benefits from Union Funds; Foster Independent Living Programs payments; Annuity/Insurance; Education Assistance (allotted for living expenses); Long term/Short Term Benefits; Rental income receipts or statements; Bank Statement (eBay, PayPal, and cash deposits only); Crimes Compensation letter; Other income **(If applicable: Employment Verification form; Certificate of Relative/ Friend Financial Assistance form; Letter on letterhead from last employer with dates and gross wages)** **For non-verifiable income (Self-Employment: Odd jobs or paid in cash, Cash from a relative or friend, or No income): Self-Declaration form**

- ☐ **Verification of Resources,** Current award letter with benefit amount for: Food Stamps; Section 8/HUD/THA

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