



# Your HEAP/PIPP+ Application Checklist

- Photo ID for the Primary Applicant**
- Proof of Citizenship for everyone in the household. Could include:** Birth certificate, voter registration card, U.S. Passport, INS Form 1-94, military service record
- Social Security Card for everyone in the household**
- Proof of income for the last 30 days for every adult in your household. Could include:**
  - ◆ Paystubs: If paid Weekly – 4 Paystubs | Bi-weekly – 2 Paystubs | Monthly — 1 Paystubs
  - ◆ Child Support Printout for the last 30 days (If you have a Child Support Order the printout is required even if you are not currently receiving payments)
  - ◆ Social Security or SSI Award Letter
  - ◆ Pension
  - ◆ Public Assistance: TANF | OWF | ADCR | DA Printout including current month
  - ◆ Unemployment — summery printout of current claim history
  - ◆ Self Employed — Recent IRS Form 1040 with Schedule C
  - ◆ Zero or Limited Income — Documented proof of how you are meeting your needs
  - ◆ Support provided by others — Signed and dated statement from person providing support including contact information
- Housing**
  - ◆ Current Lease with names of all residents
  - ◆ Public Housing Residents: See our website for more information
- Utilities**
  - DP&L & Vectren Bill and disconnect notice if applicable
  - Heat with Propane or Fuel Oil — Vendor Bill with account number



These documents are required by the State of Ohio.

Incomplete documentation may delay the processing of your application.