



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
- ◆ 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 : Entire Document and IRS Transcript

****NOTE:** Self-employed or seasonally employed adult household members will be required to provide income documentation for the last 12 months

- ◆ Zero or Limited Income — Documented proof of how you are meeting your needs (IRS Tax Transcript by mail or online at <https://www.irs.gov/individuals/get-transcript>)
- ◆ College Education: A “Fee Bill” from your institution that details costs for tuition, fees, and books, as well as assistance received from grants and loans.
- ◆ 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 will delay the processing of your application.

