

You **must** bring the following documents (as they pertain to you) to your appointment or your application can't be processed:

- ✓ **Valid/unexpired** Government issued photo ID for the primary applicant
- ✓ Social Security cards for **all** household members
- ✓ If renting, a **current** rental/lease agreement
- ✓ **Current** electric bill (*can't be a disconnect notice*)
- ✓ Proof of **all** income received during 3 months prior to your appointment or year for **all household members**
  - current social security/SSI/SSD/VA award letter
  - pay stubs for ALL pay dates within last 3 months or year
  - 2017 tax return and/or profit and loss statement if self-employed
  - statement from SNAP/TANF/Unemployment/Worker's Compensation
  - proof of alimony/child support
  - proof of rental income
  - statements for any pension/retirement/annuity/interest/dividends received
  - pay stubs for all foster care/adoption subsidy received during the time period and;
  - any other proof of income you may have from odd jobs or other income sources

Additional information may be required to complete your application. If you have any questions:

Website: <http://www.kvcap.org/for-the-home/utility-assistance/heating-assistance/>

Email: [energy@kvcap.org](mailto:energy@kvcap.org)

Phone: (207) 859-1500 or toll free (800) 542-8227

Mail: KVCAP Energy & Housing, 97 Water St, Waterville ME 04901



# Documentation Request Referral Sheet

## Social Security Card

- Call (800) 772-1213 or the Social Security office close to you by go online to [www.ssofficelocation.com](http://www.ssofficelocation.com)
- You may go to your local Social Security office and request a replacement card. Please contact the office before going to find out the required documentation to request a new or replacement card.
- Apply by mail or online by visiting [www.ssa.gov/ssnumber/](http://www.ssa.gov/ssnumber/)

## Social Security/SSI Award letters

- We will need your current year benefit Award letter. This is a letter you receive in December stating the benefit amount you will receive in the coming year.
- We can NOT accept bank statements for proof of this income
- If you do not have this letter, please contact Social Security at (800) 772-1213 or go online to [www.ssa.gov/myaccount/](http://www.ssa.gov/myaccount/) and select Sign In or Create an Account. You will be able to print your Social Security benefit award letter from this website. You can also visit your local Social Security office.

## TANF

- [www.pinetreecard.com](http://www.pinetreecard.com) Print off the required months. We need days actually paid for each month (Payment History) or Call DHHA at (800) 432-7825 and have your social security number available and tell them you need an award letter for the months required (Payment History)

## Child Support

- Contact the automated response system at (800) 371-7179, enter Social Security #, Enter PIN (you can also request a PIN through this system) – Enter 2 for Other Options – Enter 3 for Financial Records – Enter the months we are requesting (ie 01/01/2018 thru 03/31/2018) Payment History
- Online visit [www.maine.gov/dhhs/ofi/dser](http://www.maine.gov/dhhs/ofi/dser) - Maine Child Support click Client Portal – Sign in or create an account - Enter the months we are requesting (ie 01/01/2018 thru 03/31/2018) Payment History

## Unemployment – State of Maine

- [reemployme.maine.gov](http://reemployme.maine.gov) – Sign in or Claimant Signup if do not already have a login – Inquiry – Benefits – Claimant/Claim Inquiry - Click on Unemployment Verification at the bottom of the page and you will be able to print off the Payment History from this screen

## Maine State Retirement

- Call (207) 512-3100 and request gross payments for the months requested (ie 01/01/2018 thru 03/31/2018)

## Veterans Affairs (VA benefits)

- We need the current years Gross benefit amount. You can get this in the form of the benefit letter issued from the VA or call (800) 827-1000.
- We can NOT accept bank statements for proof of this income