

# ENERGY ASSISTANCE REQUIRED DOCUMENTS

The following list of documents MUST be included with your application for heating assistance

Missing documents will delay the processing of your application:

- Social Security Numbers & dates of birth for every member of the household
- Copy of your most recent EVERSOURCE bill
- Copy of your heating vendor bill that includes the vendor name, address and any account numbers (ex: CNG, Eversource, Oil or Propane or Wood Vendor)
- Proof of Rent or Mortgage  
Copy of current lease, canceled check for last month's payment, most recent monthly bill or mortgage payment
- Proof of Social Security Income (if applicable)  
If you have direct deposit, a copy of your most recent bank statement showing that deposit OR a copy of the check OR a letter from Social Security stating your monthly benefit amount
- Copy of most recent Bank statements for every resident of the household age 18 and up
- If you are working, copies of your most recent paycheck stubs for the past 4 weeks for each household member age 18 and over
  - Department of Labor printout for unemployment income
  - If your income fluctuates, a letter on letterhead from your employer, indicating how much gross pay you have received in the past month
- Proof of income for ALL HOUSEHOLD MEMBERS including pensions, annuities, VA benefits, Worker's Comp, etc. For Pension, a 1099 or letter/invoice stating the gross pension income
- Proof of all liquid assets for ALL household members. This DOES NOT include your home or vehicle, but DOES include: all stocks, bonds, savings accounts, mutual funds, CD's and pension 401(k)/IRA funds if you are over 59 ½ years old for each household member 18 and over

## HOW THE APPLICATION PROCESS WORKS

1. Please call 860-693-5811 to make an appointment at Senior & Social Services for your Energy Assistance application. Bring all required documents to your appointment.
2. You will then mail your signed application, along with your required documents to CRT in the envelope we will provide for you. CRT cannot process your application without all required documentation.
3. You will receive a letter from CRT in Hartford once the status of the application is known.

***\*Please note that it may take up to 45 days from the time you mail your application to receive your status letter from CRT.***

*Senior & Social Services encourages residents who are struggling to make ends meet and are worried about heating costs to sign up for this program.*

*Crisis situations can be avoided by signing up for an intake appointment earlier rather than later.*