

# Required Documents Checklist

## Identification

- Proof of Social Security numbers is required for **all** household members.  
*Acceptable verification:* Social Security cards, Medical, legal, tax, or education documents displaying name and full social security number. For minors only: birth certificates
- Valid government issued Photo ID showing date of birth for **all** household members 18 or older.
- Verification of all children living in the household  
*Acceptable verification:* Social Security Card, Picture ID (school ID, state ID, driver's license, or passport), Medical Card, Birth Certificate

## Income

- Verification of Income for **all** household members **four** months prior to appointment
  - Earned Income: Paystubs for previous four months (not the current month)
  - Unemployment: All printouts or stubs for previous four months (not the current month)
  - No Income or Occasional, non-taxed income: No-Income/Miscellaneous Income statement
  - Self-Employment:
    - Claiming deductions: **organized receipt copies** and Self-Employment Worksheet (Contact your local office)
    - Not Claiming deductions: Miscellaneous income statement will be provided
  - SSI, Social Security, VA Benefits, or Pension: Determination letter or proof of deposit for previous four months (not the current month)
  - TANF or ABD: Determination letter or statement from DSHS
  - Child Support Received OR Paid: DSHS statement or processed check copies

## Electric or Heat Bill

- Energy Assistance for any heat source other than wood:
  - Current Utility Bill indicating proof of account number and current residential address
- Energy Assistance for wood
  - Proof of current residential address
- Heat included in rent
  - Current rental agreement stating heat is included or Landlord/Manager Statement

## Tribal Members

- Letter of denial for Tribal LIHEAP