

# EAP 2017-2018

Greater Hammond Community Services-824 Hoffman St-Hammond IN 46327-(219) 932-4800

## INCOME GUIDELINES

Household Size	One Month	Three Months
1	\$1,508	\$4,523
2	\$2,030	\$6,090
3	\$2,553	\$7,658
4	\$3,075	\$9,225
5	\$3,598	\$10,793

Household Size	One Month	Three Months
6	\$4,120	\$12,360
7	\$4,643	\$13,928
8	\$5,165	\$15,495
Additional Member	\$523	\$1,568

**ATTENTION:** In the event of bad weather or other extenuating circumstance, that may force our office to close on your appointment date – we ask that you call our office and check before coming to your appointment. After 6:00 a.m. of the day in question, please call (219) 932-4800 extension 109. If the office is closed this extension will have instructions on what to do.

## DOCUMENTS NEEDED TO APPLY:

**\*\*\*Please note that since all cases are different – you may be required to provide additional documentation\*\*\***

### 1. PHOTO ID FOR ALL HOUSEHOLD MEMBERS 18 YEARS OF AGE AND OLDER (one of the following):

- ◆ Driver's License (does not have to be valid and does not have to match address)
- ◆ State ID (does not have to be valid and does not have to match address)
- ◆ Military ID
- ◆ Passport

### 2. SOCIAL SECURITY CARDS (one of the following):

- ◆ Social Security Cards
- ◆ Social Security Office printout showing full social number for ALL household members (printout must be less than 60 days old).
- ◆ Social Security Benefit Award Letter showing full social number.

### 3. NIPSCO BILL/OIL/PROPANE BILL (must provide all pages of the bill):

- ◆ Current NIPSCO Bill (if new service, bill must show at least 28 billing days-cannot use letter stating you turned service on in your name).
- ◆ Disconnect Notice (if you have a disconnect notice you must bring the green notice **AND** the current Nipsco bill).  
**\*\*If you have a disconnect notice and the benefit from this program is not enough to cover the amount due, you will be required to pay the difference before the application can be completed – this is also required during the moratorium period.**
- ◆ Current Oil or Propane Bill.

\*\*If the name on the bill does not match your name (example: bill is in maiden name but all other documents provided show your married name) you will need to provide proof of the name change OR you got divorced but bill is still in married name but all other documents show maiden name you will need to provide proof of name change.

### 4. VETERANS (one of the following):

- ◆ Unexpired military identification reflecting current or previous duty
- ◆ DD 214 form
- ◆ VA benefit documentation

## 5. PROOF OF RESIDENCY

- ◆ **HOMEOWNERS:** Proof of ownership such as current property tax statement, current mortgage statement, deed or title.
- ◆ **RENTERS:** All renters must provide a completed Landlord Affidavit (if you don't own the home you are considered a renter even if you don't pay rent). The Landlord Affidavit is available for pick up at our office or on our website: [www.greaterhammond.com](http://www.greaterhammond.com)

**PLEASE MAKE SURE THE AFFIDAVIT IS COMPLETED CORRECTLY:**

**No whiteout or scratching out is allowed by the state, if it is completed incorrectly a new Affidavit will be required!!!**

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## 6. PROOF OF ALL INCOME FOR THE PAST 3MONTHS FOR ALL HOUSEHOLD MEMBERS (One or more of the following may be needed):

**\*ANY HOUSEHOLD MEMBERS 18 AND OLDER WHO ARE CLAIMING NO INCOME FOR THE PAST 3 MONTHS PRIOR TO APPLICATION ARE REQUIRED TO GET A WORKONE PRINTOUT REGARDLESS IF THEY WORKED ALL YEAR. THE LOCAL WORKONE OFFICES ARE NO LONGER PROVIDING THOSE PRINTOUTS. OUR OFFICE WILL HAVE TO REQUEST THEM AND EACH ADULT (18+) HOUSEHOLD MEMBER WILL HAVE TO COMPLETE THE WORKONE RELEASE OF INFORMATION FORM AT OUR OFFICE – DO NOT GO TO THE WORKKONE OFFICE. IT CAN TAKE UP TO 3 OR MORE BUSINESS DAYS TO RECEIVE THE WORKONES BACK AFTER REQUESTING THEM.**

**\*\*ARE YOU 62 OR OLDER and DO NOT collect Social Security? Then you are required to get a printout from the Social Security Office showing that you are not collecting any benefits (printout cannot be more than 30 days old). This is in addition to any other documents listed below that pertain to you.**

### SOCIAL SECURITY/SSI INCOME

◆ Award Letter for current year. A tax statement (1099) **IS NOT** proof of monthly income and can only be used during the time of January 1, 2018 through April 15, 2018 **OR**

◆ Printout from Social Security Office for current year. **The printout cannot be more than 3 months old.**

◆ Most recent Bank Statement for any Direct Deposits as proof of current year. Statement must show the name of the recipient, name of the depositor and name of bank. **The statement cannot be more than 3 months old.**

**\*IF YOU ARE 62 OR OLDER and DO NOT collect Social Security, you are required to get a printout from the Social Security Office showing that you are not collecting any benefits (printout cannot be more than 30 days old).**

**\*\*\*\*ATTENTION\*\*\*\***

From **January 1, 2018 through April 15, 2018** you will be required to provide your 1099 **OR** until you receive the 1099 you can still provide the above listed documentation.

### PENSION INCOME

◆ Award Letter for current year. A tax statement (1099) **IS NOT** proof of monthly income and can only be used during the time from of January 1, 2018 through April 15, 2018 **OR**

◆ Most recent Bank Statement for any Direct Deposits as proof of current year. Statement must show the name of the recipient, name of the depositor and name of bank. **The statement cannot be more than 3 months old.**

**\*\*\*\*ATTENTION\*\*\*\***

From **January 1, 2018 through April 15, 2018** you will be required to provide your 1099 **OR** until you receive the 1099 you can still provide the above listed documentation.

### WAGES INCOME

- ◆**CURRENT YEAR:** The most recent check stub with gross year to date total for each job (must have your name and the employers name on check stub) **OR**
- ◆Current letter from employer **on letterhead** stating your gross year to date total for the past 3 months. Make sure letter includes your full name, employers name-address-phone#, your gross income and that it states the number of months the gross income is for.

#### \*\*\*\*ATTENTION\*\*\*\*

From **January 1, 2018 through April 15, 2018** you will be required to provide your W-2 for each job **OR** until you receive the W-2 you can still provide the above listed documentation.

### SELF-EMPLOYMENT INCOME

You must provide your full tax return **including all** self-employment schedules. If you are applying in 2017 you must provide your 2016 tax return and if you are applying in 2018 you must provide your 2017 tax return. If any other income is shown on the tax return you will also need to provide proof of that, such as W-2, 1099, Etc.

### UNEMPLOYMENT BENEFITS

Work One Printouts to show benefits from beginning to end. ***THE LOCAL WORKONE OFFICES ARE NO LONGER PROVIDING THOSE PRINTOUTS. OUR OFFICE WILL HAVE TO REQUEST THEM AND EACH ADULT (18+) HOUSEHOLD MEMBER WILL HAVE TO COMPLETE THE WORKONE RELEASE OF INFORMATION FORM AT OUR OFFICE – DO NOT GO TO THE WORKKONE OFFICE. IT CAN TAKE UP TO 3 OR MORE BUSINESS DAYS TO RECEIVE THE WORKONES BACK AFTER REQUESTING THEM.***

#### \*\*\*\*ATTENTION\*\*\*\*

From **January 1, 2018 through April 15, 2018** you will be required to provide your 1099 **OR** until you receive the 1099 you can still provide the above listed documentation.

### TANF BENEFITS

Printout showing TANF you received for the past 3 months (all states included) dated for the month you apply for energy assistance.

## PLEASE BE ADVISED

**THE LOCAL WORKONE OFFICES ARE NO LONGER PROVIDING PRINTOUTS. OUR OFFICE WILL HAVE TO REQUEST THEM AND EACH ADULT (18+) HOUSEHOLD MEMBER WILL HAVE TO COMPLETE THE WORKONE RELEASE OF INFORMATION FORM AT OUR OFFICE – DO NOT GO TO THE WORKKONE OFFICE. IT CAN TAKE UP TO 3 OR MORE BUSINESS DAYS TO RECEIVE THE WORKONES BACK AFTER REQUESTING THEM.**