

EAP 2016-2017

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

INCOME GUIDELINES

Household Size	Annual Income
1	\$17,820
2	\$24,030
3	\$30,240
4	\$36,450
5	\$42,660

Household Size	Annual Income
6	\$48,870
7	\$55,095
8	\$61,335
Additional Member	\$6,210

DOCUMENTS NEEDED TO APPLY:

(if you need printouts from other agencies, it is YOUR responsibility to make sure they give you the correct ones listed and not ones they think you need)

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

1. HYPHENATED OR DOUBLE LAST NAME OR DIFFERENT LAST NAMES ON DOCUMENTS (one of the following):

- ◆ If this is due to marriage and your spouse is still living in the household, you must provide a copy of your marriage license.
- ◆ If this is due to marriage and your spouse is no longer in the household, you must provide proof of legal separation or divorce decree.
- ◆ If this is due to marriage and your spouse is deceased, you must provide a death certificate.
- ◆ If this is your given name from birth, you must provide your birth certificate.

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). **If using printout you must provide a Photo ID for anyone 18 or older.**
- ◆ Social Security Benefit Award Letter showing full social number. **If using benefit letter you must provide Photo ID for anyone 18 or older.**
- ◆ FSSA Printout (food stamps/TANF) with full number for each household member. **This printout can be used to verify the numbers of minor children only.** ***Anyone 18 or older must still provide one of the other verifications (printout must be less than 60 days old) and provide Photo ID for anyone 18 or older.*

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.

*NIPSCO/Oil/Propane bill must be in the applicant's name or an adult household member name listed on the application. If the bill lists two names on it, both individuals must be listed on the application.

**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 and proof you are no longer married).

***If your utilities are in Landlord's name, you must provide a letter from the landlord stating why they require the utilities to stay in their name. An example of an acceptable statement can be "I want to make sure bill is paid and services are not shut off causing damage to my property", an example of a unacceptable statement would be if the landlord said that your deposit is too big and/or you owe an old bill and you can't afford to pay it so they left in their name. **The Landlord must sign, date and put their phone number on the letter.**

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. If someone else's name appears on your proof of ownership and you are not claiming that person on your application, Then you must provide proof that person does not reside in your household.
- ◆ **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

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!!!

6. PROOF OF ALL INCOME FOR THE PAST 12 MONTHS FOR ALL HOUSEHOLD MEMBERS (One or more of the following may be needed):

***ALL HOUSEHOLD MEMBERS 18 AND OLDER 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. 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, 2017 through April 15, 2017 **OR**
- ◆ Printout from Social Security Office for current year. **If your printout states for example: "your benefit amount as of June is..." , this according to the state, is acceptable proof of income for June to current, you will still have to provide proof of the previous months even if the amount has not changed 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.

***IF YOU ARE 60 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, 2017 through April 15, 2017** 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, 2017 through April 15, 2017 **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.

****ATTENTION****

From **January 1, 2017 through April 15, 2017** 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 (2016) check stub with gross year to date total for each job: The last stub of the year (2015) 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 12 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.
- * Any job you held during the current and previous year counts as income even if you are no longer working there, you must still provide the last check stub you received from that job!

****ATTENTION****

From **January 1, 2017 through April 15, 2017** 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 2016 you must provide your 2015 tax return and if you are applying in 2017 you must provide your 2016 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 (cannot be more than 30 days old) for any state that you received benefits from.

****ATTENTION****

From **January 1, 2017 through April 15, 2017** 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 12 months (all states included) dated for the month you apply for energy assistance.