



**Fuel Assistance Application Checklist for Application # \_\_\_\_\_**

(see upper right corner of the application)

**Every year, your household information must be updated and received by April 30<sup>th</sup>.**

Please provide everything on this list, even if you think Fuel Assistance has it on file already. Any missing information will delay the processing of your application. Get forms from our website: [www.communityaction.us](http://www.communityaction.us) or request at (413) 774-2310.

**PLEASE NOTE NO WALK INS. CALL TO MAKE AN APPOINTMENT OR VISIT OUR WEBSITE.**

**YOU MAY ALSO SEND BY MAIL TO PO Box 1432 GREENFIELD MA 01302 OR FAX TO 413-772-2733**

Required documentation			
<input checked="" type="checkbox"/> <b>Income</b> for all household members- list all sources and attach a separate page if needed: Provide documentation for all sources of income for the last 30 days (wages, unemployment, etc.). If working odd job or self-employed, you may be asked for more than 30 days documentation. If fixed income (SSA, SSI, pension, etc.), verify all sources of income for last year with award letter or 1099.			
First and Last Name _____	Income Source(s) _____		
First and Last Name _____	Income Source(s) _____		
First and Last Name _____	Income Source(s) _____		
First and Last Name _____	Income Source(s) _____		
First and Last Name _____	Income Source(s) _____		
SEE BACK OF THIS PAGE FOR HOW TO DOCUMENT EACH TYPE OF INCOME. CALL FA IF YOU HAVE QUESTIONS.			
<input checked="" type="checkbox"/> Citizenship/qualified alien status verification for all household members. See below for details.			
<input checked="" type="checkbox"/> Copy of electric bill	<input checked="" type="checkbox"/> Copy of water bill	<input checked="" type="checkbox"/> Copy of sewer bill	
<input checked="" type="checkbox"/> Entire household has moved:	<b>YES</b>	<b>NO</b>	If yes, see below instructions.
<input checked="" type="checkbox"/> A household member has moved out:	<b>YES</b>	<b>NO</b>	If yes, see below for instructions.
<input checked="" type="checkbox"/> A household member bought/sold property in the last year:	<b>YES</b>	<b>NO</b>	If yes, see instructions below.
<input checked="" type="checkbox"/> I have child support:	<b>YES</b>	<b>NO</b>	If yes, complete form on page 3.
<input checked="" type="checkbox"/> There is a household member who is 18 or over with no income	<b>YES</b>	<b>NO</b>	If yes, complete form on page 4.
<input checked="" type="checkbox"/> All household members 18 and over have signed the back of the application	<b>YES</b>	<b>NO</b>	
<input checked="" type="checkbox"/> The household has less than \$100 per month gross income after paying housing expenses.	<b>YES</b>	<b>NO</b>	if yes, complete form on page 4.

**Citizenship/ Qualified Alien Status** - SSA issued Social Security card; Birth Certificate Valid United States Passport Certificate of Naturalization (N-550 or N-570) Certificate of Citizenship (N-560 or N-561); Certification of Birth Abroad of a U.S. Citizen (Form FS-240 or FS-545); INS Form I-551- Alien Registration Card, commonly referred to as a green card; Unexpired Temporary I-551; stamp in a foreign passport or on INS Form I-94 INS Form I-94 annotated with stamp showing grant of asylum or CH6; INS Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA. **THIS LIST IS NOT COMPLETE.**

**Entire household has moved** - Documents verifying your new address must be submitted. Acceptable documentation includes current lease, mortgage, homeowner’s insurance/property taxes, bills showing current address.

**A household member has moved out** - A document verifying their new address, such as a bill or current lease, must be submitted before they can be removed from the application.

**I sold property in the last year**- The settlement statement must be submitted showing proceeds from the sale received. If you used the proceeds toward the purchase of your current residence, submit the settlement statement.

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Income from last 30 days, or past year (as specified) – gross income only, not net	
If you have...	We need...
<input type="checkbox"/> Wages (30 days)	30 days of consecutive paycheck stubs.
<input type="checkbox"/> Unemployment (30 days)	Benefits History Report from DUA and Monetary Determination Page from DUA.
<input type="checkbox"/> SSA/ SSDI/ RSDI/ SSI/ SSP (past year)	Check, award letter, or 1099
<input type="checkbox"/> Worker’s Compensation / Disability (30 days)	30 days of consecutive check stubs from lawyer, union, or agency.
<input type="checkbox"/> TAFDC/ TANF/ EAEDC) (past year)	Award letter.
<input type="checkbox"/> VA benefits (past year)	Award letter or town letter.
<input type="checkbox"/> Odd Jobs (past year)	Odd Jobs Form from us or on our website.
<input type="checkbox"/> Seasonal/ Per Diem (30 days or past year)	Wage Statement Form from on our website.
<input type="checkbox"/> Child Support/ Alimony	Court order, DOR statement, or notarized letter from person providing support.
<input type="checkbox"/> Self-Employment (past year) If self-prepared, the return must be notarized and Form 4506-T	Current, full Federal Tax Return with all schedules, worksheets, and 1099’s.
<input type="checkbox"/> Rental Income (past year)	Current, full Federal Tax Return with Schedule E, or current tenant lease.
<input type="checkbox"/> Capital Gains/ Interest/ Dividends (past year)	Current, full Federal Tax Return, or current 1099
<input type="checkbox"/> IRA distributions/ Pensions (past year)	Current 1099, full Federal Tax Return
<input type="checkbox"/> Lump sum (sale of property, lottery winnings, etc.) (past year)	Settlement statement for property; complete Federal Tax Return with all schedules, worksheets, and 1099’s.
<input type="checkbox"/> Estate/ Trust (past year)	Complete Fed Tax Return, Court documents or letter from attorney, additional documentation may be requested
<input type="checkbox"/> Financial support from family, friends, or agencies (past year)	Financial Assistance Form from CAPV
Other required documentation	
<input type="checkbox"/> College students	Most recent financial aid award letter showing grants, loans, and scholarships.
<input type="checkbox"/> Renter	Current lease. If subsidized, proof of current subsidy.
<input type="checkbox"/> Homeowner	Current mortgage statement, real estate tax bill, and annual homeowner’s insurance premium.

Si no lee inglés y le gustaría una hoja de instrucciones en español, favor de llamarnos y le enviaremos una por correo.

Если Вы не читаете по английски и хотите получить информацию на русском языке, пожалуйста, позвоните по нижеуказанным телефонам и мы пришлем Вам информацию по почте.