



**RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
COMPREHENSIVE COMMUNITY ACTION PROGRAM**
Low Income Home Energy Assistance Program (LIHEAP)
Application Instructions 2024 -2025
PLEASE READ INSTRUCTIONS CAREFULLY

Dear Heating Assistance Applicant,

The Low-Income Home Energy Assistance Program (LIHEAP) is administered through the Rhode Island Department of Human Services in partnership with your local Community Action Agency. LIHEAP is funded by the U.S. Department of Health and Human Services. Our mission is to assist Rhode Islanders in managing their home energy needs.

To be considered for assistance in the 2024-2025 heating season which starts in November, you must **fill out the application form or application renewal form and provide COPIES the required documents.**

The documents that you must submit serve as proof of **Energy Expense, Identity, Residence, and Income** and they are listed below. Please remember that it is against the law to give false information or to withhold information when applying for heating assistance.

Required Documents:

Proof of Energy Expense

- Copy of a recent heating and electric bill with the Applicant name and address on it.
- If heat is included in your rent, provide a copy of your lease or a Landlord Information Form.

Proof of Identity (for **new** applicants and **new** household members)

- Photo ID of the Applicant
- **Social Security numbers for the Applicant and each Household Member (if available) along with proof of the Social Security numbers. Proof may be a copy of the Social Security cards or an official government agency document that has the Social Security number on it.**
- **For each Household Member** besides the Applicant, provide **one of the** following documents:
 - Official Birth Certificate
 - A driver's license
 - State identification card
 - U.S. Military photo identification
 - United States Passport
 - Any official document from a government agency
 - Certificate of U.S. Citizenship
 - Certificate of Naturalization
 - Other immigration documentation

Note on Social Security Numbers: LIHEAP assistance is given to U.S. citizens, permanent legal residents, and qualified aliens. If an Applicant/Household Member does not have a Social Security number but claims to be a U.S. citizen, permanent legal resident, or qualified alien, the Applicant/Household Member may furnish the agency with a document establishing legal status within the United States.

*******SEE REVERSE SIDE FOR ADDITIONAL INSTRUCTIONS*******

Proof of Residence (provide **one** of the following documents.)

- Utility bill, deliverable fuel bill, cable bill
- Copy of a mortgage statement or a copy of a property tax bill
- Copy of the lease or rental agreement or the Landlord Information Form

Proof of Income

You must report gross income for the past four (4) weeks. Documents required depend on the type of income:

- **Wages:** copies of check stubs with the employee's name and address
- **Temporary Disability Income or Unemployment benefits:** copy of the award letter with beneficiary name, benefit amount and benefit period OR a statement from the Electronic Benefit Card account OR copy of bank statement
- **Fixed Income** such as **SSDI, SSI, RI Works:** A copy of the award letter with the recipient's name, address and benefit amount, OR a Bank Statement, OR a copy of form 1099-SA, OR a statement from the Electronic Benefit card account, OR check stubs
- **Self-Employment:** Current tax returns are required, along with the Declaration of Self-Employment Form
- **Pension or Retirement Income:** Copies of check stubs, or award letter, or direct deposit notifications, or a copy of form 1099-R
- **Alimony and Child Support:** Documents required for alimony and child support must indicate the amount and frequency of the payments. Acceptable documents include a copy of one of the following:
 - Court order or the most recent amendment
 - Letter from the attorney of record or legal agency representing the Applicant or household member detailing the support terms. The letter must be on the attorney's or legal agency's letterhead.
 - Alimony or child support checks received for the last three months.
- **Rental Income:** Copies of rental receipts provided to tenants OR a written statement from each tenant indicating the amount of rent paid per rental period (yearly, monthly, weekly), OR a completed Rental Income Form
- **Support from Family and/or Friends:** A letter or a Support Form must be completed by the support source and submitted with the application.
- **Dividend or Interest Income:** Interest income in excess of \$500 a year must be reported. Acceptable documents include copies of bank statements OR a letter from the bank, on bank letterhead, signed and dated by an authorized representative, OR a copy of the most recent IRS form 1099-INT Schedule B

If you or any member of your household has an income type that is not addressed above, please contact your local Community Action Agency for instructions regarding required documentation. All supporting documents are available on our website at www.comcap.org.

NOTES:

- (1) If you need help completing an application or need any of the required forms, please contact your local Community Action Agency for assistance (www.ricommunityaction.org).
- (2) Any applicant or household member 18 or older, claiming no income is required to complete and sign an Adult Household Member with No Income Form.
- (3) Income will not be considered in eligibility determination for students ages 18-23 if a copy of a full-time class schedule AND a paid invoice is provided with the application. If these documents are not available, written confirmation of full-time student status from the school-on-school letterhead will be accepted.

WE ARE UNABLE TO MAKE COPIES. YOU MUST BRING COPIES OF ALL REQUIRED DOCUMENTS TO YOUR APPOINTMENT. QUESTIONS CALL (401) 467-7013.