

**Community Action Partnership Hillsborough and
Rockingham Counties
Energy Customer
Documentation Checklist**

In order to apply for Community Action Partnership Hillsborough and Rockingham Counties' Energy Assistance Programs, customers are required to provide the following information at their scheduled appointment (not all items will apply to all applicants):

- ☐ **New this year (2025/2026)**- ALL household members must supply documentation of social security number. (SS Card, Tax return) Required for Fuel Assistance applications only.
- ☐ Landlord Housing Verification Form (mandatory when heat is included in rent)
- ☐ Proof of Mortgage if payments are behind due to low or no income.
- ☐ Lot Rent (if applicable)
- ☐ Paystubs for prior 6 weeks (for all employed members of the household) or have your employer complete an Employer Verification Form.
- ☐ Proof of Social Security/Disability Income.
- ☐ If paying child support, provide proof of gross amount paid in past 30 days.
- ☐ DHHS- Department of Health and Human Services determination letter (Food stamps, Cash, Medical)
- ☐ City/Town Welfare Determination Letter
- ☐ Prior year's signed tax return if self employed.
- ☐ Current Electric bill
- ☐ Other proof of income: other income can include **gross** pension, workers comp, unemployment benefits, bank interest, dividends, monthly support from family members and/or friends. Irregular disbursements from IRA, Annuities and Pensions require proof of disbursements for the 365 days prior to appointment date.
- ☐ When there is little or no income in the household, you will be required to explain how the household is getting by. No or low income form will be completed with intake.

Additional information may be requested at the time of your appointment.



www.CAPHR.org

All CAPHR Programs ensure nondiscrimination and equal opportunity for all applicants, employees, and contractors without regard to race, color, sex, religion, age, national origin, disability, political affiliation or belief, or genetic information.

CAPHR is an equal opportunity provider and employer