



# TOWN OF NEW MILFORD

40 Main Street

New Milford, Connecticut 06776

Telephone (860) 355-6079 • Fax (860) 355-6019

Department of Social Services

## CT Energy Assistance Program

Do you need assistance with your heating bills?

**Income documentation required for all household members as follows**

**\*All items must be dated within 4 weeks prior to application date\***

- **Picture I.D.**
- **Social Security cards/numbers for all members in household**
- **Employment** - 4 most recent consecutive week's pay stubs (at least 1 month's pay) showing "gross income" for the entire month before your appointment
- **Bank statements** - Most recent statements for checking, savings, credit union, stocks & bonds. Must include all pages of the statements and have bank name/account number and your name/address on it. We must also review children's bank statements, so please have these as well
- **Statements** - from Social Security or Unemployment benefit deposit card (call # on back of card)
- **Interest** - Verification on bank statement if more than \$10 a month
- **Social Security** - Proof of direct deposit, award letter, copy of monthly check, or social security statement showing annual gross income
- **Pension income** - for the current year (bring letter from pension company)
- **Child support** - Copy of court order, signed agreement, or proof of last month's payment
- **TFA, Connect Card, or State proof of income and State I.D. card**
- **Rental income** - Copy of the lease or rental agreement
- **Workmen's Compensation** - Documentation is required showing benefit amount for past four weeks
- **Veterans benefits** - Award letter from VA, copy of check, or direct deposit bank statement
- **Unemployment compensation** - Payment history print-out from Department of Labor website\*\*. If you need us to print, please have User ID and password for person collecting unemployment
- **Self-employed** - A worksheet is required, available at Social Services or on the [www.newmilford.org](http://www.newmilford.org) website under Social Services-Energy Assistance. Information must date back the last 6 or 12 full months and be notarized. Bring entire 2013 Income Tax Return. Notaries are available at your bank or at Town Hall
- **Aid from family/friends** - If you have been receiving help to pay bills, please get the Family and Friends form (in our office or on the website) and have your helper complete (get form prior to appointment)
- **Utility bill** - Current utility (electric) bill
- **Heat included in rent** - Copy of lease or letter from landlord (including his/her name, address, phone number) stating heat is included in rent, and amount paid
- **Students** - Any youth over 18 living in your household must verify full-time student status (class registration or semester bill). Students who do not live at home during the school year cannot be counted in the household

**Please have all paperwork at the time of your appointment. You cannot be approved without it!**

**Call (860) 355-6079 ext. 1 if you have any questions**

**NAME:** \_\_\_\_\_

**Appointment date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

\*\* If you are on unemployment, please go to the CT Dept. of Labor website and set up an Account for Claim Inquiries. If you do not have a computer, we ask that you use one at the New Milford Public Library. Bring your Account ID and password to your appointment. If you do not yet have an online account it can be set up during the appointment, but it will take much longer to complete the Energy Assistance application.