



CHECKLIST OF REQUIRED DOCUMENTATION FOR THE CONNECTICUT ENERGY ASSISTANCE PROGRAM (CEAP)

To ensure your application is processed quickly submit all required documents checked off below within 10 days of your application date:

**1. Income Documentation**

Households are required to document their total gross income from either the previous 30 days or 4 consecutive weeks anytime in the last 3 months, or a signed letter from payroll department/employer stating gross income in this time period prior to the date of application or reapplication. The only exceptions to this rule are income from self-employment, which requires 6- or 12-months documentation, and interest/dividends which may be issued on a quarterly basis.

- Employment Income – Weekly: 4 most recent paystubs
- Employment Income – Bi-weekly: 2 most recent paystubs
- Employment Income – Monthly: Most recent paystub
- Self-Employment: Completed Self Employment Worksheet for the last six (6) or twelve (12) full calendar months and your most recently filed 1040 IRS form including all relevant schedules (C, D, E, SE, K, etc.)
- Social Security / SSI / SSDI: Report of Confidential Social Security Benefits, Form 2458, available at the local Social Security office, a copy of your Social Security or Supplemental Security Income (SSI) check, or your most recent Social Security Award Notice, Form SSA-4926SM.
- Unemployment Compensation: Payment history from the Department of Labor (DOL) or DOL website at: [www.ct.dol.state.ct.us](http://www.ct.dol.state.ct.us).
- Pension/Retirement: Pension or annuity check stubs OR a letter from the payor on the letterhead of the payor stating the gross amount and frequency.
- Child Support/Alimony: Court order, Letter from Family Relations or lawyer statement verifying the amount and frequency of alimony and/or child support, or Child Support Enforcement letter or printout, or bank statement if payments are direct deposited into a bank account, or a statement from the non-custodial parent if voluntary cash support payments or alternative means of support in lieu of a court order for child support payments made directly to you.
- Friends and Family: Statement(s) indicating the amount and frequency of payments from friends or relatives who are contributing to your household's support, signed by them
- Workman's Compensation or Disability Insurance (short term or long term): statement showing the period covered.
- Rental Income: Rent receipts, tenant's lease, copy of checks or print out of electronic payment history
- Veterans Benefits: VA award letter, copy of check or bank statement if payment is direct deposited into a bank
- Income from Dividends and Interest (if more than \$10 per month): statement(s) from the most recent completed period
- Zero Income: Completed Zero Income Affidavit for all applicable household members.

**2. VERIFICATION OF DISABILITY**

- Completed Certificate of Disability signed by Physician, APRN, or Physician Assistant

**3. DOCUMENTATION OF HEAT INCLUDED IN RENT FOR RENTAL ASSISTANCE APPLICANTS**

- Proof of that your heat is included in your rent, as evidenced by a copy of your lease, OR written notification from your landlord.

**4. ENERGY BURDEN**

- Current utility bill if you heat with gas or electricity. Verification from the utility company if you recently moved and have not yet received a bill.
- Copy of your household's current electric bill.

**5. OTHER**

- Date of Birth
- Household Composition
- Social Security Number

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**IMPORTANT:**

- All documents become the property of the agency. If you want to keep originals, submit copies.
- If you do not provide the required documents within 10 days of the date below, your application may be delayed or denied, and you may need to reapply.