



Home
Energy
Assistance
Program

Phone-1.513.970.6737 Web: <https://wccs.itfrontdesk.com> Fax: 513.695.2236

Required paper documentation to process application

Income

- ☐ Wages (30-days)
- ☐ Social Security/SSI/Pension
- ☐ Court Ordered Child Support
- ☐ Worker's Compensation
- ☐ TANF/OWF benefits
- ☐ Unemployment
- ☐ Utility Reimbursement
- ☐ Seasonal Employees- (ex. Landscapers, school employees, etc)– paystubs, printout or Seasonal Employment Verification form-**pick up form prior** to your appointment or go to our website at www.wccsi.org (past 12 months)
- ☐ Self-employed – Self-Employment Income Form or go to our website at www.wccsi.org and an IRS 1040 (past 12 months)
- ☐ Zero income –**Required:** If someone has given you money for rent, bills, *(Including your rent/mortgage, food, utilities, medical and any assistance received)*. A notarized letter from the gift giver with the amounts given and frequency and their name, address & phone number. Households reporting ZERO income for the entire household are required to obtain a tax transcript or non-filing status. You can call-if filed-1-800-908-9946; if not filed call 1-800-829-1040 or online at <https://www.irs.gov/Individuals/Get-Transcript>

Most **current** Utility bill in your name/Invoice from bulk fuel/propane

- ☐ Duke ☐ DPL ☐ Propane, Fuel, or Wood ☐ Vectren
- ☐ City of Lebanon--copay \$ _____

Citizenship

- ☐ Picture ID ☐ Proof of Citizenship-birth certificate, social security cards, U.S. Passport etc.

Renters: proof of residency

- ☐ Copy of lease or notarized statement from the landlord
- ☐ Metropolitan / HUD / Section 8 housing worksheets

Food Stamps

- ☐ Food Stamps/Medicaid-letter or printout from agency

Your application will not be processed until you return the above missing documentation; and failure to return required documentation may result in a disconnection of service

****Please note after reviewing your documents, we may request additional information to complete your application****