



Erie County Home Energy Assistance Program 2013-2014

Dear HEAP Client, Enclosed is a HEAP application for Regular HEAP assistance.

- If your heat or electricity is currently **OFF**, or if you are **OUT** of heating fuel:
 - Please report to the HEAP Office at 478 Main Street, Buffalo, for assistance on or after November 18, 2013, which is the official program start date.
 - Office Hours are Monday through Friday, 8:00am-4:00pm
- If you currently have a **Shut Off Notice** on your heat or electric or a low fuel supply
 - Please call the HEAP Hotline at 858-7644
- If your heat is **on** and you **do not** have a shut off notice or **do not** have a low fuel supply:
 - Please complete the enclosed application by following the instructions below:

How to complete the HEAP application:

1. If your household **received HEAP Benefits last season (November 2012-April 2013) and is NOT receiving SNAP or TA:**
 - a. Complete and sign the application
 - b. Send proof of all household **Earned Income** (paystubs from wages for last 30 days)
 - c. **List ALL sources of other household income and amounts, but NO proof of unearned income is needed** (Social Security, SSD, SSI, Pension, unemployment, Worker's Comp., etc.)
 - d. If there are any new members in your household, that were not in Household last season:
 - i. Enclose photocopy of 1 form of ID (license, SS card, birth cert, etc.) **only for new member(s)**
2. If your household **is receiving SNAP or TA:**
 - a. Complete and sign the application
 - b. If there are any new members in your household that were not in HH when SNAP or TA was approved:
 - i. Enclose photocopy of 1 form of ID (license, SS card, birth cert, etc.) **only for new member(s)**
3. If your household **did not receive HEAP last season and does not receive SNAP or TA:**
 - a. Complete and sign the application. Enclose the following documentation:
 - i. **ID for all members of household**
 1. photocopy of **1 form for all members** (Dr license OR SS card OR Birth Cert)
 - ii. **List Social Security Numbers on application** (no copies needed) for ALL household members
 - iii. **Proof of Gross income for all HH members**
 1. photocopies of income proof for all income listed on page 3 of app
 - a. if there are wages, 2 or 4 stubs must be enclosed (depending on how often paid)
 - iv. **Photocopies of current heat and electric bills**
 - v. **Proof of residence** (current heat and electric bill **OR** copy of deed, lease, or rent receipt)
 - vi. If any info is missing, HEAP will contact you with further instructions
4. **IF YOUR HEAT OR ELECTRIC SERVICE IS OFF OR IF YOU HAVE A SHUT OFF NOTICE, PLEASE VISIT OR CALL HEAP**

478 Main Street, Buffalo, NY 14202