



Erie County Home Energy Assistance Program 2015-2016

Dear HEAP Client, Enclosed is an application for a Regular HEAP benefit. Visit www.erie.gov and follow the HEAP [link for detailed program information](#)

- 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 16, 2015, 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:
1. If your household received HEAP Benefits last season (Nov. 2014-Apr. 2015) 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)**
 - c. If you have moved after your SNAP or TA case was opened, include a copy of current heating bill
 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 household members**
 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 application
 - 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)
 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