



## Erie County Home Energy Assistance Program 2016-2017

Dear HEAP Applicant,

1. IF YOUR HEAT OR ELECTRIC SERVICE IS OFF, PLEASE REPORT TO HEAP AT 478 MAIN STREET, BUFFALO
2. IF YOU HAVE A SHUT OFF NOTICE OR LOW FUEL SUPPLY, PLEASE CALL HEAP AT 858-7644
3. IF YOUR HEAT IS ON AND YOU DO NOT HAVE A SHUT OFF NOTICE, PLEASE APPLY BY MAIL, SEE BELOW:
4. If you received HEAP Benefits last season (Nov. 2015-Apr. 2016) and are 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)
5. If you are 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
6. If you did not receive HEAP last season and do 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, Social Security card, 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)