

HILLSBOROUGH COUNTY SOCIAL SERVICES DEPARTMENT

ENERGY APPLICATION REQUIREMENTS

All requirements listed below **MUST** be provided to our office at the time of scheduled appointment. Additional documents may be required. Only complete packets will be accepted, which includes verification for **ALL MEMBERS OF THE HOUSEHOLD**. **Any incomplete application or documentation will not be accepted and will result in a forfeit of the appointment.**

VERIFICATION DOCUMENTS

- Electric Bill Obligation:** Current utility bill at application address, in a household member's name reflecting obligation.
- Identification:**
 - One from list below for each adult in household – No more than 1 year expired**
 - Driver's license or State ID
 - Immigration verification (green card)
 - Military Photo ID
 - VA Identification card with DD214
 - Passport
 - Certificate of Naturalization
 - Employment Authorization Card
 - One from list below for each minor in household**
 - Driver's License or State ID
 - Birth certificate (verification of birth certificate being ordered for newborn up to 90 days old)
 - Immigration verification (green card)
 - Passport
 - Certificate of Naturalization
 - Court/State/State Provider Custody Document for foster children and custody cases
- Social Security Number Card:**
 - Social Security Card for all members of household (verification of social security card being ordered for newborn up to 90 days old)
 - Court/State/State Provider Custody Document for foster children and custody cases
- Citizenship or Residency Status:**
 - One from list below for each member of household**
 - U.S. Passport (may be expired)
 - Consular Report of Birth Abroad (Form N600 or replacement N565)
 - Certificate of Naturalization (Form N-550 or Form N-570)
 - I-551 Permanent Resident "Green Card"; if the card does not have an expiration date, it must have I-551 on the back in the bottom right corner to be valid
 - I-94 Refugee Status granted indefinitely
 - I-94 Asylee Status granted indefinitely; and/or I-94 stamped "Temporary I-551 Evidencing Permanent Residency"
- Hillsborough County Residency:** Head of Household must provide 2 separate verifications of Hillsborough County residency from list below at current assistance address and all additional adults in the household must provide one verification of Hillsborough County residency from list below at current assistance address:
 - Current utility bill statement
 - Driver's License – No more than 1 year expired
 - State ID – No more than 1 year expired
 - Current cell phone bill statement
 - Current cable/internet bill statement
 - Current car insurance policy/bill statement
 - Current renter's insurance policy/bill statement
 - Current mortgage statement
 - Current Homestead Exemption documentation
 - Current Vehicle Registration
 - Current Voter Registration Card
 - Current education documentation
 - Current SS Administration Award Benefit Letter
 - Current DCF Award Benefit Letter (only: TANF, Food Stamp, Medicaid)
 - Current Section 8/Housing Authority Award Benefit Letter

- Current VA Award Benefit Letter
- Current HUD owner certification award statement

☐ **Verification of Active Resources for the following:**

- Section 8/Housing Authority Award Benefit Letter
- HUD owner certification award statement
- SNAP Award Benefit Letter (Letter explaining household management if no one in household is active Food Stamps/SNAP)

☐ **Income (Gross income for ALL household members for the past 30 days, from day of appointment:**

- Employment Pay Statement (If applicable: Letter on letterhead from last employer with dates and gross wages)
- SS Administration Award Benefit Letter
- Unemployment Award Benefit Letter
- Temporary Assistance for Needy Families (TANF) Award Benefit Letter
- VA Award Benefit Letter
- Child Support Documentation
- Alimony Documentation
- Workman's Compensation
- Pension/Retirement/Cost of living allowance
- Strike Benefits from Union Funds
- Foster Independent Living Programs payments
- Annuity/Insurance
- Education Assistance (allotted for living expenses)
- Long term/Short Term Benefits (Employer disability benefits)
- Rental income receipts or statements (Net)
- Bank Statement (SSI, eBay, PayPal, and cash deposits only)
- Other income
- For non-verifiable income (Self-Employment: Odd jobs or paid in cash, Cash from a relative or friend, or No income): Self-Declaration form