FUEL ASSISTANCE CHECKLIST/ INSTRUCTIONS

IMPORTANT NOTES: Deadline for application intake: April 30, 2020
PROGRAM SEASON AND COVERAGE OF BENEFIT PAYMENT: 11/1/2019 TO 4/30/2020

PLEASE VERIFY INFORMATION ON YOUR APPLICATION. ANSWER ALL QUESTIONS ON THE APPLICATION FORM BEFORE SUBMITTING ALL STATE REQUIREMENTS TO SMOC:

- CURRENT COPY OF PHOTO ID OF HEAD OF HOUSEHOLD
- SOCIAL SECURITY CARDS FOR ALL HOUSEHOLD MEMBERS OR PROOF OF CITIZENSHIP (please see below)*
  - Birth Certificates (NO birth records accepted)
  - US Passport
  - Naturalization Paperwork and Green Card, etc. (Work Authorization Social Security Cards are not accepted as Proof of Citizenship)

  *Please call regarding other forms of documents for proof of Citizenship 508-620-2342

- CURRENT INCOME DOCUMENTATION:
  - Wages
  - Social Security Benefits-SSA/SSDI/SSI/SSP (please submit a letter from social security instead of bank statement, if possible)
  - TANF(TAFDC) or EAEDC
  - Self-employment (Current 1040 Tax Return with ALL schedules. If self-prepared, complete 4506-T and Fax to IRS)

- CURRENT HOUSING DOCUMENTS:
  - For home owners: mortgage statement, real state tax bill, home owners insurance, condo fee
  - For renters: current lease, if subsidized send the tenant profile from your housing authority
  - Tenant at will: complete and sign the Release Authorization form, SMOC will mail a form to your landlord.
  - If heat is included in rent: current signed lease contract showing heat is included in rent

- CURRENT COPY OF HEATING BILL AND 2-SIDED ELECTRIC BILL

- STANDARD FORMS TO COMPLETE/SIGN/SUBMIT:
  - Sign application form Report all household members. All 18 years old and over MUST sign the back of the form.

THERE ARE ONLY 4 TELEPHONE LINES FOR 7000+ CLIENTS; IT'S DIFFICULT TO GET A LIVE PERSON
If your application is incomplete or denied, follow instructions on the letter and write a note about any issues/claims and submit proof of your claims. Then fax/mail required documents directly to SMOC FAP. NO NEED TO CALL SMOC

TO DETERMINE STATUS OF APPLICATION OR PAYMENTS: CALL (508)620-1230 OR 508-620-2342

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