



## HEAP APPLICATION REQUIREMENTS

### **TO APPLY FOR EMERGENCY HEAP, YOU MUST HAVE:**

PROOF OF CURRENT INCOME FOR THE LAST THIRTEEN (13) WEEKS OR TWELVE (12) MONTHS FOR **ALL** HOUSEHOLD MEMBERS AGE 18 AND OVER.

IF PAID BI-WEEKLY: YOU'LL NEED SEVEN (7) CURRENT CONSECUTIVE CHECK STUBS  
IF PAID WEEKLY: YOU'LL NEED THIRTEEN (13) CURRENT CONSECUTIVE CHECK STUBS

IF PAID MONTHLY: YOU'LL NEED CURRENT AWARDS LETTER OR THREE (3) CURRENT CONSECUTIVE STATEMENTS

FOR ALL HOUSEHOLD MEMBERS OVER 18 CLAIMING THAT SOMEONE OUTSIDE OF THE HOUSEHOLD HAS BEEN SUPPORTING YOU: YOU MUST HAVE A STATEMENT FROM THAT PERSON STATING HOW MUCH AND HOW OFTEN.

YOU MAY BE ASKED TO PROVIDE A COPY OF YOUR 2014 TAX RETURN OR CURRENT BANK STATEMENT.

IF YOU RECEIVE FOOD STAMPS, SECTION 8 OR ANY TYPE OF HOUSING ASSISTANCE, AND/OR MEDICAID: YOU MUST BRING A PRINTOUT OF THE LAST THREE (3) MONTHS OF FOOD STAMP ASSISTANCE, A CURRENT SECTION 8 LEASE AND YOUR MEDICAID CARD.

PICTURE ID --AND-- PROOF OF CITIZENSHIP FOR PRIMARY APPLICANT.

SOCIAL SECURITY CARDS (PROOF OF NUMBERS) FOR ALL HOUSEHOLD MEMBERS.

DATES OF BIRTH FOR ALL HOUSEHOLD MEMBERS.

BULK FUEL CUSTOMERS MUST HAVE 10 DAYS OR LESS SUPPLY OF FUEL --OR 25% OR LESS IN YOUR FUEL TANK.

CURRENT UTILITY BILL (BOTH GAS & ELECTRIC IF SEPARATE) AND BULK FUEL BILL.

IF YOU LIVE IN THE CITY OF HAMILTON: YOU NEED A PAYMENT ARRANGEMENT FORM ALONG WITH THE RECEIPT THAT COPAYMENT HAS BEEN MADE.

BILL MUST BE IN A HOUSEHOLD MEMBER'S NAME

DISCONNECT NOTICE

CLIENTS MUST BE AT OR BELOW 175% OF THE POVERTY INCOME GUIDELINES