

# APPLICATION CHECKLIST

***Please review your application prior to mailing to make sure that it is complete.***

I HAVE COMPLETED ALL NONGRAY AREAS OF THE APPLICATION.

I HAVE INCLUDED COPIES OF THE FOLLOWING, AS APPROPRIATE:

- Please submit pay stubs received in the past 60 days (or other income documentation) for each household member 18 & over who are not currently in high school. (For example, paycheck stubs, unemployment printout, child support printout etc. See next page for more information.)
- A signed and dated Declaration of Household Income form listing all household members 18 & over with NO INCOME or who received CASH for work.
- Current year Benefit Verification Letter(s) for Social Security income. We CANNOT accept bank statements as verification.
- A current copy of the utility bill requiring assistance.
- A copy of your ELECTRIC bill. Even if you are not requesting assistance with electricity, please submit a copy of your electric bill. **If your utility bill is not in your name, you will need a signed letter from your landlord stating that you pay utilities directly to them. Please call 541.504.2155 to request Landlord Letter, if needed.**
- Copies of ID for all household members 18 years & over.
- Copies of Social Security cards for all household members.

**I HAVE SIGNED AND DATED THE APPLICATION (page 2).**

**CHECK YOUR  
ELIGIBILITY  
BEFORE  
SUBMITTING AN  
APPLICATION!**

Household Size	Max. Monthly Gross Income*
1	\$2,165.25
2	\$2,831.50
3	\$3,497.75
4	\$4,163.92
5	\$4,830.17
6	\$5,496.42
7	\$5,621.33
8	\$5,746.25
	Ask about households larger than 8. *Gross income means all household income before any deductions.

For contact information, information on Social Security income, or how to get wood or pellet reimbursements, please see reverse side.

## **Social Security Income**

Choose ONE of the following to get a copy of your **Benefit Verification letter**:

1. Go to the Social Security office at 250 NW Franklin Ave., Suite 201 (Drake Bldg.), Bend OR.
2. Call Social Security at 1-800-772-1213 to request a replacement letter.  
This could take 2-3 weeks.
3. Set up an online account at [www.socialsecurity.gov/myaccount](http://www.socialsecurity.gov/myaccount) and print your "Benefit Verification" letter.

## **Wood/Pellet Reimbursement Information**

We do not have a vendor for providing wood/pellet assistance this benefit year. **You have three options:**

1. **You can purchase wood or pellets and apply for a reimbursement.** We can only reimburse for the amounts provided in a receipt. Maximum reimbursement is \$350.  
**The following information needs to be included on the receipt:**
  - a. **Wood/Pellet Supplier Name and Phone Number**
  - b. **Applicant's Name**
  - c. **Amount of Sale**
  - d. **Date of Sale**
2. **You can get the Wood Estimate Form** from an Energy Assistance office or from the NeighborImpact website ([www.neighborimpact.org](http://www.neighborimpact.org)). You can call 541.504.2155 and have it mailed to you. Please fill out the form and submit with your application.
3. **You can apply for assistance for a different utility.**

**\*\*\*\*\*CONTACT US IF YOU HAVE QUESTIONS\*\*\*\*\***

**CALL THE ENERGY ASSISTANCE LINE.....541-504-2155**

**FAX APPLICATIONS TO.....541-749-4947**

**MAIL APPLICATIONS TO.....20310 Empire Ave. Suite A100  
Bend, OR 97703**

**EMAIL APPLICATIONS TO.....[ea@neighborimpact.org](mailto:ea@neighborimpact.org)**

## **Income Document Requirement List**

**All adult household members must provide income documentation for the previous 60 days (minimum). This includes any items for which you or any other adult household members receive payment and must show the gross amount (before any deductions.)**

**Social Security payments received by minors are considered household income. See the list below for acceptable documentation to prove household income.**

**Earned income:** Pay stubs that show current gross amounts for the last 60 days prior to this application. Pay stubs must include your name and employer information, including address.

**No income:** Any adult household member with no income must complete a Declaration of Household Income form (see attached).

**Informal Income:** Any adult household member with income that cannot be documented by formal means (i.e.: odd jobs, bottle returns, babysitting, etc) must include amount received in the prior month and source on the Declaration of Household Income form.

**Self-Employment Income:** Please complete a Self-Employment form, and include bank statements for payments received from Self-Employment in prior month. Call 541-504-2155 for a Self-Employment form.

**Social Security Benefits: (SS/SSD)** Your SS Benefit Verification Letter for each individual in the household receiving SS benefits. The letter **must** show **the gross benefit amount awarded**. A bank statement is **NOT** sufficient.

**Veterans Benefits:** Your most recent VA award letter showing the awarded benefit amount. *A bank statement with a signed Declaration of Household Income is also sufficient.*

**TANF:** This is considered income and must be declared. Please provide a Verification of Benefit letter from DHS that shows your name and the benefit amount awarded.

**Child Support/Alimony:** A print out from the Child Support Portal showing any income received in the past 60 days. A bank statement showing income received in the past 60 days is also sufficient.

**Unemployment Benefits:** Please provide us with your PIN number for your unemployment benefits.

**Private Pension/Retirement Benefits:** Please provide us a current award letter showing your gross awarded benefit, or a recent bank statement paired with a signed Declaration of Household Income.

**Assistance from Family/Friends:** If you have received assistance from family or friends in the past 60 days, please write the amount received on the Declaration of Household Income.

**Any Income Not Listed Above:** Please call 541-504-2155 to determine what documentation is needed for your income.