

City of Chattanooga
Department of Youth and Family Development
501 West 12th Street
Chattanooga, TN 37402

LIHEAP Requirements for 2015-2016

You must submit following documentation in order to complete your application for assistance. Failure to provide the information detailed below will result in denial of your application.

1. The LIHEAP application, completed in its entirety
2. Most recent utility or energy bill, which must show the usage charge
3. Documentation of **annual** utility or energy company **cost** (stubs, invoices, receipts, etc). *Please note that you will need to contact your utility or energy provider directly to obtain this documentation. This is NOT included on your regular utility or energy bill.*
4. Verified Social Security number for every individual in the household. Assistance will be denied due to an applicant's refusal to furnish all household members' Social Security numbers and verification. *Secondary documentation that has a SSN listed (Medicare cards, custody papers, etc) is NOT allowed.* Acceptable forms of verification are limited to the following:
 - a. Social Security card
 - b. State's case management and eligibility system
 - c. Other official documentation from the Social Security Administration
5. Income verification for all household members. Acceptable forms of income verification include the following:
 - a. Current paycheck stubs showing eight weeks of **gross** income for everyone in the household eighteen years of age or older.
 - b. Award letters and/or other documentation letters from Social Security Administration showing monthly **gross** amount (before deductions)
 - c. Pension award letters
 - d. VA award letters
 - e. Unemployment income documentation showing remaining benefit balance
 - f. Proof of income from child support, alimony, or Families First income
 - g. If a household member eighteen years of age or older does not have income, they must complete a Zero Income Affidavit, which is available at our office.

Contact the office with any questions on acceptable documentation at (423) 643-6434.