

**The following are required for EVERY appointment to apply for
HEAP/PIPP Plus/Winter Crisis/ Summer Crisis**

- 90 days of income for all members of the household 18 years and older
 - Social Security income (SSI, SSDI, Retirement)
 - Child support paid and/or received
 - Wages / All paystubs for the last 90 days
 - Unemployment
 - Pension(s)
 - TANF/OWF/Cash Assistance
 - Self-employment records
 - Current year IRS Form 1040 with Schedule C/CZ
 - Accounting records for the past 90 days
 - Utility subsidy
 - Odd jobs
 - If your household has not had an income, you will need to provide proof of how the household has been sustained.
 - Statements from friends/family who have been providing assistance (must be signed, dated and contain current contact info)

- IRS Tax Transcript for \$0 income households
 - By Phone
 - If the client filed a tax return: 1-800-908-3346
 - If the client did not file a tax return: 1-800-829-1040
 - Fax
 - 1-859-669-3592
 - On-line
 - www.irs.gov/Individuals/Get-Transcript
 - In-person
 - Visit Local IRS Office
 - In writing
 - IRS
 - RAIVS Team
 - PO Box 1450-500
 - Stop 2800 F
 - Cincinnati, OH 45250

- Current gas bill or bulk fuel receipt
- Current electric bill
- Lease agreement or current rent receipt
- Photo ID for applicants
- Birth Certificate for applicant
- Social Security numbers for all household members
- Birthdates for all household members
- Health Insurance Premium Bill (Out of pocket payments)