

Southern New Hampshire Services Rockingham Community Action Energy Customer Documentation Checklist

In order to apply for Southern New Hampshire Services' Energy Assistance Programs, customers are required to provide the following information at their scheduled appointment (not all items will apply to all applicants):

- Landlord Verification Form (mandatory when heat is included in the rent)
- Proof of Mortgage if payments are behind due to low or no income
- Lot Rent (if applicable)
- Paystubs for 6 weeks prior to scheduled appointment (for all employed members of the household)
- Proof of Social Security/Disability Income
- Proof of Child Support Received or Paid
- Social Security Cards (for all members of the household)
- DHHS- Department of Health and Human Services determination letter (Food stamps, Cash, Medical)
- City/Town Welfare Determination Letter
- 12-month usage for deliverable fuel only
- Prior year's signed tax return
- Current Electric bill
- Picture ID
- Other proof of income: other income can include **gross** pension, workers comp, unemployment benefits, bank interest, dividends, monthly support from family members and/or friends. Irregular disbursements from IRA, Annuities and Pensions require proof of disbursements for the 365 days prior to appointment date.
- When there is little or no income in the household, you will be required to explain how the household is getting by. No or low income form will be completed with intake.

Additional information may be requested at the time of your appointment.



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