



823 Commerce Loop ♦ Port Townsend, WA 98368 ♦ (360) 385-2571
228 W 1st St, Ste J ♦ Port Angeles, WA 98362 ♦ (360) 452-4726
421 5th Ave ♦ Forks, WA 98331 ♦ (360) 374-6193

Energy Assistance Required Documents

Apply online at:
www.olycap.org/energy-assistance-program/

Required Documents Checklist

Identification

- Photo ID showing date of birth for **ALL** household members 18 or older.

Proof of Social Security numbers required for **ALL** household members

Acceptable verification:

- Social Security cards
- Medical, legal, or government generated tax documents

Verification of ALL children living in the household

Acceptable verification:

- Social Security Card
- Picture ID (school ID, state ID, driver's license, or passport)
- Medical Card
- Birth Certificates for children under one year without a social security number

Income Verification for **ALL** household members **two** months prior to appointment

Earned Income:

- Paystubs for previous two months

Unemployment:

- Benefit history printout or stubs for previous two months

Self-Employment:

- Claiming deductions: organized receipt copies and Self-Employment Worksheet (available at OlyCAP.org)
- Not Claiming deductions: Self-Employment Worksheet (available at OlyCAP.org)

SSI, Social Security, VA Benefits, or Pension:

- Award letter or bank statement showing deposit

TANF or ABD:

- Determination letter or statement from DSHS

Child Support Received OR Paid:

- DSHS statement or processed check copies

No Income or Occasional, Non-Taxed Income:

- No-Income/Miscellaneous Income statement- only used if none of the above apply or income is received from informal sources (gift money, odd jobs, childcare, etc.).

Energy Bill

- Current Utility Bill indicating proof of account number and current residential address (enclosed).
- 12 months of electric usage (enclosed).