



EVERYBODY MATTERS

SMOC Fuel Assistance

FUEL ASSISTANCE ACCEPTABLE INCOME DOCUMENTATION

WAGE INCOME: 4-5 consecutive pay stubs, 30 days prior to application date. Letter from employer on company letterhead that includes gross amount paid and how often paid **ONLY** if you do not receive paystubs.

SSA, SSI, SSDI, and SSP: Current award letter, copy of benefit check, 1099's and certain instances bank statements are acceptable.

VETERANS BENEFITS: Current award letter, benefit print out, copy of check stub or form 1099.

PENSION: Current official statement of benefits, letter from the source, copy of check stub, or form 1099.

SNAP/WELFARE/EAEDC: Income verification from DTA/TANF.

SELF-EMPLOYMENT: All signed tax forms prepared by an accountant. If self-prepared, you will be required to submit Form 4506-T and we will fax it to IRS to request transcript of records.

INTEREST/DIVIDENDS: Forms 1099 INT/DIV/R or bank statements for all checking and saving accounts.

RENTAL INCOME: All tax forms prepared by an accountant. If self-prepared, you will be required to submit Form 4506-T and we will request transcript of records from IRS. Copy of signed lease and rent receipts are also acceptable. If you live in the rental property, complete the "Owner Occupied Property Income Worksheet", **ONLY** if you did not file taxes.

CHILD SUPPORT/ALIMONY: Indicate whether or not you receive alimony/ child support from either a non-custodial parent/ ex-spouse by completing the Child Support / Alimony form and submitting corresponding documentation. *(I.e. Court orders/ divorce decree, DOR History, Checks/money orders, or if unobtainable a notarized statement by giver of support)*

UNEMPLOYMENT: Please submit a termination letter from your previous employer, 4 current consecutive check stubs from DUA or DUA print out. A wage match will be conducted. **(NO bank statements accepted)**

WORKER'S COMPENSATION: 4 weeks of stubs or statement from employer/insurance/union office showing GROSS amount and frequency of payments.

LUMP SUM INCOME: Example; income from sale of stocks/bonds, capital gains, royalties, inheritances, one time insurance payments, lottery winnings, stipends/fellowships, scholarships *(used for household maintenance)*, estate or trust income for current year.

FOR NO INCOME OR IF INCOME IS LESS \$200 THAN HOUSING COST: Complete and sign the Statements of No Income AND Low Income/No Income Form. Anyone over 18 yrs. old who hasn't received income 30 days prior to application date must complete a NO INCOME form

FINANCIAL SUPPORT: If receiving financial support from others, submit "Financial Assistance Form" (back of the Low Income/No Income Form- *pink*) which should be completed/notarized by giver of financial support.

STUDENTS: If over 18 and a Full Time student, please submit a letter from the schools registrar office stating you are a Full Time student.

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