



Your HEAP/PIPP+ Application Checklist

- Photo ID for the Primary Applicant**
- Proof of Citizenship for everyone in the household. Could include:** Birth certificate, voter registration card, U.S. Passport, INS Form 1-94, military service record
- Social Security Card for everyone in the household**
- Proof of income for the last 90 days for every adult in your household. Could include:**
 - ◆ Paystubs: If paid Weekly – 13 Paystubs | Bi-weekly – 7 Paystubs | Monthly — 3 Paystubs
 - ◆ Child Support Printout for the last 90 days (If you have a Child Support Order the printout is required even if you are not currently receiving payments)
 - ◆ Social Security or SSI Award Letter
 - ◆ Pension
 - ◆ Public Assistance: TANF | OWF | ADCR | DA Printout including current month
 - ◆ Unemployment — summary printout of current claim history
 - ◆ Self Employed — Recent IRS Form 1040 with Schedule C
 - ◆ Zero or Limited Income — Documented proof of how you are meeting your needs (FICA Wage Summary from ssa.gov or Social security office)
 - ◆ Support provided by others — Signed and dated statement from person providing support including contact information
 - ◆ College Education: A “Fee Bill” from your institution that details costs for tuition, fees, and books, as well as assistance received from grants and loans.
- Housing**
 - ◆ Current Lease with names of all residents
 - ◆ Public Housing Residents: See our website for more information
- Utilities**
 - DP&L & Vectren Bill and disconnect notice if applicable
 - Heat with Propane or Fuel Oil — Vendor Bill with account number

These documents are required by the State of Ohio. Incomplete documentation may delay the processing of your application and require a second appointment.

To schedule an appointment: 937-514-4777 or
go online to <http://mvcap.cascheduler.com>
(best for PIPP renewals and non-emergencies)

