



# 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 30 days for every adult in your household. Could include:**

- ◆ Paystubs: If paid Weekly – 4 Paystubs | Bi-weekly – 2 Paystubs | Monthly — 1 Paystubs
- ◆ Social Security or SSI Award Letter
- ◆ Pension
- ◆ Public Assistance: TANF | OWF | ADCR
- ◆ Unemployment — summary printout of current claim history
- ◆ Self Employed — Recent IRS Form 1040: Entire Document and IRS Transcript
- ◆ Zero or Limited Income — Documented proof of how you are meeting your needs (IRS Tax Transcript by mail or online at [https://www.irs.gov/individuals/get-transcript.](https://www.irs.gov/individuals/get-transcript))
- ◆ 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.
- ◆ Self-Employed or Seasonally Employed adult household members will be required to provide income documentation from the last 12 months.

**Housing**

- ◆ Current Lease with names of all residents.
- ◆ Public Housing Residents: HUD Tenant Eligibility and Rent Procedures Form (HUD-50059), HCV Program Notice of Rent Change Form, OR Tenant Recertification Printout (GDPM Residents)

**Utilities**

- DP&L & Vectren Bill and disconnect notice if applicable.

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: call 937-514-4777 or go online to <http://mvcap.cascheduler.com>

Montgomery County Drop-Off Days: Tuesdays/Thursdays,  
9 a.m.-Noon

(Drop-Off Days for PIPP Recertifications only)

