Failure to provide all required documentation will delay your assistance.

For the LIHEAP Spring Subsidy Component, the following documents are required:

1. **Most recent Electric Bill** (*Must include your name, service address, and account number*)
    - **a.** If you are a **Jackson Energy Cooperative** OR **Kentucky Utilities** customer, please provide your account number and we will obtain a copy of your most recent bill for you. **You do not need to request a copy of the bill from them.**
    - b. If the electric bill is not in the applicant's name:
        - **i.** It must be verified by a statement from the account holder, **and**
        - ii. Must be verified with an ID with the current address **or** an unopened piece of mail to the current address
    - c. If utilities are included in the applicant's rent, it must be verified by a lease or rent receipt.
2. **Social Security card(s)** or official documentation with social security numbers (*or a permanent Resident/Green Card*) for **everyone living in the household**.
3. **Proof of Household Income (from the Month prior to your appointment):**
    - a. **Employment Income:** All pay stubs from the calendar month before your appointment showing pay dates and gross income
      (If you did not receive a check every week, verification is required showing you did not receive the maximum number of checks from your employer.)
    - b. **SSI / Social Security:** Current SSI/Social Security Award letter
    - c. **Unemployment:** Unemployment Check Stubs
    - d. **No Income:** Current SNAP Benefit Letter

* Examples of items which cannot be accepted are previous LIHEAP applications, bank statements, copies of benefit checks, and 1099 tax forms. We cannot accept Medical Coverage Letters as proof of other income.

* Please note that after reviewing your documents, we may request additional information to complete your application.