

FOR HEAP/PIPP APPLICATION
YOU MUST BRING THE FOLLOWING TO BE SEEN:

- Current** proof of all income for the last 30 days for ALL household members 18 and older
 - Child support- a **current** printout, from the same day of your application, is needed for all court ordered child support,
 - Cash assistance- a **current** print out is needed
 - Social Security, SSI, SSDI – recent bank statement, **current year** award letter, current copy of check
 - Unemployment - **current** print out
 - Wages-**ALL** paystubs for the last 90 days
 - Utility assistance checks - **Current**
 - Pensions, etc. – **Current year**
 - Self-employed/odd job customers must provide most recent tax transcript and last 12 months of income. Each month must be separate.
 - Seasonal workers (example: construction workers, teachers, landscapers, etc) must provide 12 months of pay stubs
- Social Security cards and/or birth certificates for ALL household members
- Photo ID for applicant
- CURRENT** electric and gas bill or fuel receipt
- CURRENT** rent receipt OR lease agreement. Low income housing applicants need their HAP agreement or subsidized rent paperwork.
- If you are renting, you *must* provide your landlords name, address, and phone number

To schedule an appointment, please call our automated system at 1-844-493-1198. If the system is full, try again after 8:00 am when it opens up new appointments. We open our doors at 8:00am. Monday through Thursday we take the first 4-6 walk-ins ONLY. Friday we take the first 20-25 walk-ins. All walk-ins are first come, first served.