HOME ENERGY ASSISTANCE PROGRAM (HEAP)
INTAKE CHECKLIST and BUNDLE COVER SHEET

DOCUMENTATION CHECKLIST

INSTRUCTIONS:

Citizenship, Identity, SSN, Income and Utility Bill documentation must be uploaded to the corresponding Application File Type. All other documents that are required for the Application should be uploaded to the Application File Type "Other".

** Denotes forms that are included in the HEAP Forms Bundle. All other HEAP forms are available on the CAA Portal.

Documentation required for all HEAP Applications

1. ☐ HEAP Application (all pages, signed)
2. ☐ Reminder Form **
3. ☐ Permission to Share Personal Information **

4.   Citizenship Verification
5.   Identity Verification
6.   SSN Verification

Other documentation to be included as needed

1. ☐ Citizenship Attestation Form **
2. ☐ Income Documentation
3. ☐ SNAP/TANF Verification
4. ☐ Electric Utility Bill
5. ☐ Lease Agreement or Landlord Affidavit

7. ☐ File Notes
8. ☐ Lease Agreement or Landlord Affidavit
9. ☐ HEAP Application Update Form
10. ☐ Benefit Return Form
11. ☐ Waiver Request Form

APPLICANT INFORMATION

Provide the following data and forms will auto-populate.

APPLICANT

Field	
First Name	Middle Name
Last Name	
Service Address	
Apt #	
City State Zip	
Mailing Address	
City State Zip	
Phone	
Alternate Phone	
Email	

CAA

Field	
CAA Name	
Mailing Address	
City State Zip	
CAA Phone	
CAA Fax	
CAA Email	
Intake Staff Name	
Intake Staff Phone	
Intake Staff Email	

HEAP APPLICATION

Field	
Application ID	
Application Date	
Application Received Date	

FUEL VENDOR

Field	
Requested Vendor Name	
Requested Fuel Type	