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**Appliation Check List**

*Please do not mail or drop off unless you have included everything on this list.*

|  |  |
| --- | --- |
| **🗸** | ***Did You Remember To…*** |
|  | Sign the back of your application? |
|  | Include the last four weeks of income for all members 18 and over? |
|  | Include an Adult with No Income Form if an adult in your household does not have income? |
|  | Include your most recent gas or deliverable fuel bill, along with your most recent electric bill? |
|  | Include proof of residency such as rental agreement or mortgage? |
|  | Provide Social Security cards for everyone in your household? |
|  | Provide photo identification for adults in your household who are 18 years or older? |
|  | Provide birth certificates for all children who are under 18 years old born in USA? |
|  | *If you are missing any documents listed above, your application is not complete and cannot be processed. This will result in your application being mailed back to you.* |

Application process can take up to 60 days, your patience is appreciated.

Additional documents maybe required.

**Application Check List**

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Additional documents maybe required.

*RI LIHEAP Policy Manual Appendix*

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**Lista de verificación de la aplicación**

*Favor no envíe por correo ni dejar en el buzón su aplicación, a menos que haya incluido todo en esta lista.*

|  |  |
| --- | --- |
| **🗸** | ***Recuerda de…*** |
|  | ¿Firmar la parte posterior de tu solicitud? |
|  | ¿Incluir las últimas cuatro semanas de ingresos para todos los miembros mayores de 18 años? |
|  | ¿Incluir el formulario de no ingresos para todo los adultos 18 años o más en su hogar sin ingresos? |
|  | ¿Incluir su factura más reciente de aceite, Gas y electricidad? |
|  | ¿Incluir prueba de vivienda como, contrato de alquiler o hipoteca? |
|  | ¿Proporciona tarjetas de Seguro Social para todos en su hogar? |
|  | ¿Proporciona una identificación con foto para adultos en su hogar que tienen 18 años o más? |
|  | ¿Proporciona certificados de nacimiento para todos los niños menores de 18 años nacidos en los Estados Unidos? |
|  | Si te falta algunos de los documentos enumerados anteriormente, su solicitud no está completa y no se puede procesar. Esto resultará en que su solicitud le sea enviada por correo. |

*El proceso de solicitud puede demorar hasta 60 días, se agradece su paciencia.*

*Tal vez se requieran documentos adicionales.*

*June 2019*