

LIHEAP CHECK OFF LIST

Do not submit intakes unless they are fully completed with all required items.

THIS WILL BE THE RESPONSIBILITY OF THE TRIBAL LIHEAP COORDINATOR, BY SIGNING THE INTAKE, YOU ARE VERIFYING THAT ALL OF THE INFORMATION IS TRUE AND CORRECT.

1. _____ **Fully completed intake form**
One intake per household

2. _____ **Current Income Documentation for The Past 30 Days for All Adults**
Every household member over 18 that has no income needs to sign a Certification of Income and Expenses form.

_____ Up-to-date verification of TANF, SNAP, or SSI benefits (If applicable)

3. **All bills, invoices, and quotes must include:**
 - a. **Account number**
 - b. **Name on the account**
 - c. **Company name and address.**
 - d. **If there is an overdue balance higher than the assistance the applicant may be eligible for, the applicant should provide proof of enrollment in a payment plan with the company.**

If applying for assistance with more than one bill, please provide amounts for each, not exceeding the maximum amount allowed.

_____ Current Energy and/or Propane Bill

_____ Wood or Pellets (NCIDC WILL NOT PAY FOR WOOD THAT HAS ALREADY BEEN DELIVERED. NO EXCEPTIONS)

Vendor Name: _____

Address: _____

Phone Number: _____

Dollar Amount Charged Per Cord: _____

4. _____ Responsibility Statement

5. _____ Tribal Verification for Household

6. _____ Authorization of Release