

## 2023 LIHEAP CHECK LIST

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

**THIS WILL BE THE RESPONSIBILITY OF THE TRIBAL LIHEAP COORDINATOR, BY  
SIGNING INTAKE YOU ARE VERIFYING ALL 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 or if they have no income, they must complete the *Certification of Income & Expenses Form*

3.        ALL BILLS, INVOICES and QUOTES MUST INCLUDE

- 1) *ACCOUNT NUMBER*
- 2) *NAME ON THE ACCOUNT*
- 3) *COMPANY NAME AND ADDRESS*

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

**(NO SCREEN SHOTS)**

       Current Energy Bill / Propane / Water

       Wood or Pellets

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Amount Charged Per Cord: \_\_\_\_\_

**NCIDC WILL NOT PAY FOR WOOD THAT HAS ALREADY BEEN DELIVERED**  
**NO EXCEPTIONS**

4.        Responsibility Statement
5.        Tribal Verification for household
6.        Authorization of release