WISCONSIN HOME ENERGY ASSISTANCE PROGRAM CHECKLIST

To avoid unnecessary delays, the following checklist will help you prepare for your application process. It is important that you provide the documentation required. Agencies may not be able to directly obtain income and Social Security information.

Photo Identification

Be prepared to show a valid photo identification card, such as:

- ❑ Driver's license; OR
- ❑ Government issued photo ID; OR
- ❑ Other photo ID (employer ID for example)

Social Security Number (SSN) and Date of Birth

Be prepared to provide the Social Security Number (SSN) and date of birth for every person in your household.

Citizenship

A document that shows lawful immigration status if you are not a U.S. Citizen.

Proof of Residency

Verify that you live in Wisconsin, such as driver's license, utility bill, or property tax record.

Heating / Electric Costs

Provide your account number along with evidence of your household's primary heating costs for the last 12 months and copies of your electric bill.

Landlord

If you rent, provide:

- ❑ The name, address and telephone number of your landlord or property management company; OR
- ❑ Your rental agreement (lease).

Income

Provide evidence (check stubs, tax documents, award letters, etc.) of your entire household's gross income for the one (1) month prior to the month of application, such as:

- ❑ Wages
- ❑ Unemployment Compensation
- ❑ Self-Employment Income
- ❑ Social Security/Supplemental and Social Security Disability Insurance (SS/SSI and SSDI)
- ❑ Statement of person to person loan or gift of money
- ❑ Pensions, Annuities, IRAs
- ❑ Child Support Payments
- ❑ Temporary Assistance for Needy Families (TANF)/ Wisconsin Works (W2) Benefits

Home Energy Plus is administered by the Wisconsin Department of Administration's Division of Energy, Housing and Community Resources. Home Energy Plus programs include the Wisconsin Home Energy Assistance Program (WHEAP) and the Weatherization Assistance Program. These programs help income-eligible households with energy bill payments and energy efficient measures that reduce energy usage.

DEHCR
Division of Energy, Housing and Community Resources

For more information:
1-866-HEATWIS (432-8947)
www.homeenergyplus.wi.gov

Wisconsin Department of Administration
Division of Energy, Housing and
Community Resources