

# HACAP Housing Stabilization Application Guidelines

(including Iowa's Low Income Home Energy Assistance Program & Weatherization Assistance Program)

## ALL APPLICANTS MUST BE SEEN IN PERSON.

Mailed or online applications will not be accepted this program year (Oct 1, 2019 – Apr 30, 2020).  
A completed application and ALL required documents must be presented at a HACAP energy intake site.  
Incomplete applications will NOT be accepted.

### **STEP 1: THOROUGHLY COMPLETE ALL INFORMATION ON THE APPLICATION.**

**STEP 2: Gather the required documents for application verification. This includes household member verification (social security, state ID or immigration numbers), utilities' info, and all sources of income for every person currently living in the household, as outlined below.**

**Social Security Number, State ID or Immigration Number Verification for every Member of the Household:** Original documents must be presented and will be scanned by HACAP staff. Please provide **ONE** of the following **for each person** in the household:

- Social Security Card
- Financial statement showing the Social Security number
- Payroll stub showing the Social Security number
- Military ID card showing the Social Security number
- Printout from the Social Security Admin received for a new card application, or to replace a lost or stolen card. This print out must show your social security number on it.
- I-94 card showing an USCIS number
- Valid Iowa Drivers License or ID (must provide SSN verbally)

**Utility Bills:** Include a copy of your **most current** heating and electric bill(s) or any other documents showing your energy supplier and account number. Please provide the following:

- Heating bill
- Electric bill
- Rental agreement (if heat is included in your rent)
- Landlord's name, address, and phone number

**Income Verification:** Use this checklist to determine what type of documentation you will need to provide with your application for each member of your household. **All sources of income must be verified for the same time frame, whether using the 1-month or 12-month option.**

- ❖ **Wages/Salary** (gross income)
  - Federal tax return or W-2 forms from previous year.
  - Paid monthly: **1** pay stubs back from the date of application
  - Paid twice a month: **2** pay stubs back from the date of application
  - Paid every two weeks: **2** pay stubs back from the date of application
  - Paid weekly: **4** pay stubs back from the date of application
  - Paid daily: pay stubs for **every day** worked in the past 30 days from the date of the application
  - A **printout from your employer, on company letterhead** showing your **gross wages** (before taxes and deductions) received during the 30 days back from the date of application.
- ❖ **Self-Employment/Farm Income/Rental Income**
  - Federal tax return from most recent tax year
- ❖ **Social Security or SSI Benefits** (one of the following)
  - Award letter stating your monthly amount
  - 1099 or statement from SSA showing your annual amount
  - Copy of your monthly check
  - Bank Statement (if direct deposit) showing monthly amount
- ❖ **Pension or Veteran Benefits** (one of the following)
  - Copy of your monthly check
  - Award letter stating your monthly amount
  - Bank statement (if direct deposit) showing the monthly amount

- ❖ **Child Support/Alimony** (one of the following)
  - ❑ Printout from Child Support Recovery or Friend of the Court. You can get a printout from the Child Support Recovery website: <https://secureapp.dhs.state.ia.us/CustomerWeb/>
  - ❑ Court order or divorce decree stating monthly payment amounts
  - ❑ Statement from payee and copy of most recent check
- ❖ **FIP** (one of the following)
  - ❑ Award letter from DHS
  - ❑ Copy of your monthly check
  - ❑ Bank statement (if direct deposit) showing the monthly amount
- ❖ **Workers Compensation**
  - ❑ Letter stating the benefit amount, how often paid, start and end date of benefits
- ❖ **Unemployment Benefits** (one of the following)
  - ❑ Printout from Iowa Works/Workforce Development's unemployment services
  - ❑ Letter stating the benefit amount, how often paid, start/end date of benefits
- ❖ **No Income as an Individual Household Member –**
  - ❑ Members who have become unemployed within the past 30 days are required to provide proof of when their employment ended. Providing a statement from the most recent employer disclosing the last day of employment is acceptable. All check stubs received within the past 30 days are required to be submitted for income verification.
  - ❑ Members who have not worked for more than 30 days and receive no other income are required to provide a printout from Iowa Workforce Center showing past employment history and/or complete a self-disclosure income statement.
- ❖ **No Income as an entire Household –**
  - ❑ If the household has had NO income from any source listed on the application in the past 30 days, the Head of Household must complete a Minimal Income Verification form, including a third party signature and contact phone number. The third party person will be contacted.

**STEP 3: To schedule an application appointment or turn in your application:**

- ✓ **Call or stop by your local HACAP energy intake site during office hours**
- or
- ✓ **Call the Energy Line at 319-739-0100 to schedule an appointment.**  
(Phone messages will be returned within 1 business day.)