

Town of North Branford

Office of Social Service

Energy Assistance Required Document Checklist

2025-2026

Information you must know:

1. Birth dates and Social Security numbers of all household members
2. Your fuel vendor (oil/propane/kerosene/wood/pellets) Call your vendor and inquire if they participate, the vendor of your choice must be participating.
3. Landlords name, address and phone number, if you are a renter.

Documents needed

1. Current electric bill, even if you do not heat with electric
2. Current Natural Gas bill if you heat with natural gas
3. Mortgage statement, if you are a homeowner
4. Rent Receipt or lease, if you are a renter (if heat/electric is included in the rent, it must be stated on the receipt or noted in the lease); if the utility or oil bill is in the landlords name but you are obligated to pay for it, it must be stated in receipt or lease
5. For those persons that are Foster Parents, the stipend nor the child will be included in the application (No documents needed)
6. For those that are pellet customers, you must provide the vendor's name, phone number and address. Pellets must be delivered
7. Proof of Income, allowable examples,

Income:

- We will ask for income dated 30-days prior to application date.
- For example, if applied September 1 , 2025, we will ask income dated between August 1, 2025-September 1, 2025.
- We can go back to 90 days prior to the application date; however, DSS would prefer everyone to stick to the 30 days. We get a better financial reading on the household using 30-days.

Type of incomes and what we need as proof:

• Earnings:

**EMPLOYED:** If paid bi-weekly, 2 pay stubs. If paid weekly, 4 paystubs. NO DIRECT DEPOSIT If you cannot provide pay stubs, you can provide a letter From your employer noting each week and gross income

**SELF EMPLOYED:** Completed self-employment worksheet. Every line must be completed. Add most recent tax return. Form available in the Social Service Lobby at STW Community Center. **EVERY LINE MUST BE COMPLETE WITH A NUMBER OR ZERO. NO BLANK ENTRIES.**

**SOCIAL SECURITY/SSI/SSDI:** Current Benefit letter is **THE ONLY ALLOWABLE PROOF ACCEPTED.** **CRT WILL NO LONGER ACCEPT BANK STATEMENTS. THE TELEPHONE NUMBER FOR SSA IS 1-877-619-2851**

**PENSION:** 1099-R Tax Form or Letter from source stating how often they pay it and gross amount. Lifetime letter can be sufficient.

**ZERO INCOME:** If the whole household is unemployed, fill out part 1. You must answer the question how you paid your bills during that time. If only certain members are unemployed, fill out part 2

**CHILD SUPPORT** •: If you do not receive child support, fill out the non-receipt of child support form. You **MUST** put the name of the nonpaying parent unless a victim of domestic violence. If you do receive child support, either a payment statement or bank statement showing consistent payments noted as child support Or a court order document stating the amount you receive support and how often you receive it. Court documents must have been recent in the last year. ▀ If a client has a verbal agreement of payment, a Friends and Family form is required to be filled out by paying parent

• **RENTAL INCOME:** Rent receipt, lease or letter from tenant noting monthly rent

**VETERANS BENEFITS:** 1099 or  
VA letter

**ALIMONY:** Recent court documents. (1 year or less)

**UNEMPLOYMENT:** Claim inquiry printout from the CTDOL website showing payments and dates.

**WORKERS COMP:** Explanation of Benefit for each week paid. Each week dated noting gross income.

**FRIENDS AND FAMILY.** Must be filled out by contributor.

Categorically Eligibility: SNAP, TFA/TANF, State Supplement, Refugee Cash,

- For SNAP, TFA/TANF, State Supplement, and refugee cash

- **Must be the Verification of Benefit. DSS WILL NOT ACCEPT AN ACTION LETTER**

The date on the Verification of Benefit must cover the income dates requested.

- Ex. If applied 9/1/2025, the Verification of Benefit should say SNAP 08/01/2025-10/31/2025. 9/1/2025 is covered between the dates.

- For SSI Benefit letter : A Social Security Current Benefit letter **is THE ONLY ALLOWABLE PROOF ACCEPTED. CRT WILL NO LONGER ACCEPT BANK STATEMENTS**



You may apply in person by appointment at the Town of North Branford Office of Social Services located at the STW Community Center, 1332 Middletown Avenue, Northford, Ct. Request an appointment by email: [lbreen@northbranfordct.gov](mailto:lbreen@northbranfordct.gov); [ksperry@northbranfordct.gov](mailto:ksperry@northbranfordct.gov); or calling 203-484-6006. You can also apply online at [https://portal.ct.gov/heatinghelp/applyonline?language=en\\_US](https://portal.ct.gov/heatinghelp/applyonline?language=en_US)

Self-Employment Worksheets and Friends and Family Forms are available in the lobby of the Office of Social Services as well as online at [www.northbranfordct.gov](http://www.northbranfordct.gov)