



# DEPARTMENT OF ENERGY CONSERVATION

## HOME ENERGY ASSISTANCE

346 CENTRAL AVENUE  
JERSEY CITY, NJ 07307

### How to Apply for Energy Assistance

**Process:** Once all appropriate documents are in your file, your application will be processed within 60 days. If you receive a document request letter, please make every effort to get your information back to us as soon as possible. **Faxes are not accepted.**

**Identification:** Social Security Cards; Copies for ALL household members. Non-U.S. citizens: Copy of Passport or Permanent Resident Card. Birth-Certificate or crib card ONLY for household members under 6 months of age. Legal Custody papers for all minors under guardianship (DYFS).

**All Utility Bills:** Copies of most recent Gas/Electric bills (**All pages of PSE&G bill are required**) or copy of most recent receipt of purchase for Oil/Propane/Kerosene (Whichever applies).

**Dr.'s Note for cooling assistance:** Must be an original note on a Dr.'s script pad. Must be signed by Dr., dated, and must read: "client has (condition) and would benefit from cooling assistance". This note in full would be valid for you, for 5 consecutive years from the date on the note. Any other kind of note will result in delays, due to our need to verify it.

**Complete Proof of Address:** Copy of Lease or Tenant Verification Form. (**FULL copy of original LEASE IS REQUIRED**). If expired, Current Renewal Letter attached to full lease. If you are a homeowner; Copy of Deed, Mortgage or Tax Bill is needed. (Whichever applies) If you receive rental assistance, HUD document is considered as part of your proof of address and will be needed as well. If there is someone's name on any document that is not on the application, you must provide some form of documentation to show that this person resides in a different address.

#### Proof of Income:

- **Current and consecutive paystubs-** If paid WEEKLY the last 4, If paid BI-WEEKLY the last 2
- **SSI/SSD/SSA/Pension-** Current Award letters or bank statement
- **Collecting Unemployment-** Current Unemployment Determination Letter showing benefit amount, online printout of benefits claimed, NJDOL "Loops" Printout
- **Child Support/ Alimony-** Dated payment history printout, copy of Divorce Decree or original signed and dated letter- if settled out of court from payer- with contact info and phone #.
- **TANF/GA-Benefits** Printout from Board of Social Services (BOSS) or Current BOSS Approval Letter
- **Self Employed-** Most recent income Tax Return ALL PAGES
- **Rental Income-** Most recent Income Tax Return ALL PAGES, Lease agreement or Letter from Tenant.
- **Full-time students** 18 yrs. of age and older can provide Full-time student schedule (12+ credits at minimum are required)
- **Employee Letter for Cash Only Wages-** Must be Specific with wage amount and frequency. Must also have Contact Name and Telephone Number for verification purposes
- **Family Contribution Letter-** Must be Specific with payment amount, frequency and have contact name and phone number for verification purposes
- **Zero Income Declaration:** Families claiming zero income must sign an affidavit of zero income for any or all household members that claim zero income except for full time students. If no income is shown at all in a household the applicant must show how monthly expenses are being met.

*Vea a dorso para español*