



## City of Chattanooga/Community Development 2024-2025 LIHEAP Requirements



You must submit the following documentation in order to complete your application for assistance. You may submit it by mailing the completed application and needed documentation to our office, bringing it by our office or emailing it to

[liheap@chattanooga.gov](mailto:liheap@chattanooga.gov)

**Due to the volume of applicants, OFE is not responsible for obtaining account histories or disconnect notices for you, even if we have done so in the past.** Failure to provide this information will result in a delay or denial of your application. You will receive a determination letter by mail. **You should continue to pay your bill until the approved payment credits to your account.** *You are required to submit current and verified documentation each time you apply. We CANNOT use documentation from a previous application, nor does OFE keep the following information "on file," even if you have received assistance previously.* If you have questions please contact our office at **(423) 643-6434**.

- Proof of Social Security numbers for ALL household members.** Proof must be in the form of Social Security Card or other documentation from the Social Security Administration. Please note that we cannot use Medicare cards or any other secondary documentation for SSNs.
- Proof of citizenship for the applicant.** (Current State issued ID, Birth Certificate, Passport, Military ID, Voter's Registration Card or Proof of other Government Benefits)
- If claiming veteran status, a copy of the DD-214, VA ID or other acceptable documentation.**
- Proof of Income for the past 30 days for ALL household members 18 or older.**
  - If paid every week, submit 4-5 check stubs.
  - If paid bi-weekly, submit 2-3 check stubs
  - Current year's Social Security and Disability (SSI) award letters showing **net** amount.
  - VA and Pension Award Letters showing monthly amount for the CURRENT year. **(Year-end tax forms are NOT acceptable.)**
  - Bank statements (**current month**) showing deposited amount for VA benefits, pension, SS and SSI income
  - Child support, alimony, or unemployment income documentation, if applicable.
  - If no income- proof of separation notice/statement from employer of last date worked  
Along with a (zero income affidavit) if applicable
- Account History** for the past 12 months from your energy utility provider, including current month
  - For EPB and VEC clients, this information can only be obtained directly from EPB/VEC and is not available to you online.
  - For alternative energy sources we accept the following:
    - Natural Gas-12 Months of bills or summary of account
    - Propane, Firewood, Kerosene and others- A yearly printout, statement or invoice from the vendor stating the full one year's amount.
  - If you have not been in your current residence for 12 months, your account history is only required from the time the account was opened.
- Public Housing Residents-** You will need a **one year rent Ledger** from your site office and your **LIPH worksheet.**
- Section 8 Housing Residents-** You will need a copy of your **HCPV Resident Worksheet.** **IF** the bill is not in your name.

*Office of Family Empowerment does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, national origin, religion, sex, gender, or on the basis of disability or age in admission to, participation in, or receipt of their services and benefits of any of its programs and activities.*

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