



(423) 643-6434 | 6098 Debra Rd | Chattanooga, TN 37411

**City of Chattanooga/Community Development
2023-2024 LIHEAP Requirements**



You must submit the following documentation 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

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.** If you have questions, please contact our office at (423) 643-6434.

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.

- Proof of Social Security numbers for ALL household members.** Proof must be in the form of a 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.** (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.**
 - If paid every week, submit 4-5 check stubs. If paid bi-weekly, submit 2-3.
 - Current year's Social Security and Disability (SSI) award letters showing **net** amount.
 - Current Bank statements with account number that shows SSA benefit deposit amount.
 - VA and Pension Award Letters showing **gross** amount for the CURRENT year. (Year-end tax forms are NOT acceptable.)
 - Child support, alimony, or unemployment income documentation, if applicable.
 - If no income – proof must be provided.
- 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.
- If living in Public **Housing Residents:** You need a **one-year rent Ledger** from your site office and your **LIPH worksheet.**
- If living in Section 8 housing, a copy of your HCVP Resident Worksheet.** A Resident Worksheet can be obtained from the Section 8 Office, property manager, or from the landlord. It must show your current Utility Reimbursement, even if the amount is 0.00 and the number of bedrooms.

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.

