

Prepare for the Energy Program Application Interview

Before your application can be processed, you will have to have an interview. You do not have to go into the agency to complete an interview. An interview can be completed by telephone. If you mail, fax or complete your application online, call your county DSS if they do not contact you within a day or two of submitting your application to make arrangements for a phone interview.

In addition to an interview, listed below is information that may be needed along with examples of what you can provide as verification to allow the county to determine if you are eligible for assistance. This may not be all you need, and you may be asked to provide additional or different information based on your individual situation. **If you do not have any of this information you can still complete your application and be interviewed.**

Name/Identity:

- Driver's License
- Work/School/Health Benefit ID
- Voter Registration Card
- Birth Certificate

Address/Residency:

- Voter Registration/Library Card
- Utility Bill
- Rent/Mortgage receipt
- Mail received at your address

Earned Income:

- Check stubs
- Letter or note from your Employer
- Employee W-2
- Income Tax Forms
- Self-employment Bookkeeping Records

Unearned Income (Social Security, Veterans benefits, Child Support, Retirement)

- Bank Statement
- Benefit Award Letter/Benefit Payment Check
- Child Support Agreement
- Income Tax Forms

Expenses:

- Day Care/childcare receipts
- child support receipts

Resources:

- Bank account statements
- Stocks, bonds, mutual funds, CDs
- 401ks or IRAs

What to expect during the interview?

A worker will review your application with you over the phone. You will have the opportunity to ask questions and change any answers or answer any questions left blank. You will be informed, in writing, of any additional information needed and the date you need to return it. Information provided may have to be copied or scanned. If you need assistance with obtaining any requested information, let the worker know and they will help you.