



REQUIRED DOCUMENTS CHECKLIST

PLEASE HAVE ALL DOCUMENTATION SUBMITTED AT THE START OF YOUR APPOINTMENT OR BEFORE

Visit our website to upload your documents: selfenhancement.org/energy OR email them to: eap@selfenhancement.org & please include your name and day/date and time of your appointment in the subject line.



Social Security Cards for ALL household members.



Picture Identification for all household members age 18 and over.



Current Utility Bills if you have 2 different utilities bring both of them. The name on the bill must be the same as the applicant's name. (Example: PGE/PPL and NWNW or PGE/PPL and recent oil receipts).



Gross Income Verification for ALL household members age 18 and over for the past 30 days from the DATE of your appointment. (Example: if your appointment is July 15th, bring documentation for all income received from June 15th through July 15th.) Income verification is based on date of pay, not pay period.

(Bank statements will not be accepted)

Please see reverse side for income requirement details





Self Enhancement, Inc. Community + Family Programs (CFP)

Required Income Verification Documents (bring all that apply):

- 2023/2024 (starting January 1st 2024 only letters showing 2024 benefit amount will be accepted) Benefit Verification Letter for SSI / SSD (For all household members)
 - Access BVL from Social Security office or online*
 - Online access can take multiple days, please plan ahead
- Most recent pay stubs for the past 30 days from the DATE of your appointment
- Current month TANF letter from DHS
 - Receive TANF letter from DHS office or online*
 - Online access can take multiple days, please plan ahead
- Court papers for spousal and child support payments showing dates of payments
 - Payment dates must include the Day, Month & Year
- Current month/year Pension / PERS / Railroad Retirement
 - If lifetime benefit- must show current year
- Veterans Benefits
- Proof of unemployment compensation, (weeks claimed information), from the Oregon State Employment Office for the past 30 days from the time of your appointment.
- Financial Aid Letter

BANK STATEMENTS WILL NOT BE ACCEPTED

Also Note:

- If you are self-employed you must submit your business records/receipts showing income for the past 30 days at your appointment (or before).
- If there is a non-relative person in your household over 18 years of age, with zero income, he/she must be present to sign a Zero Income Statement (if having an in person appointment).
- If you are behind in rent for 2 months or more you will need to bring in a letter from your landlord stating your name and address, how much monthly rent is, and the agreement to pay the balance in arrears.
- If you are behind with your mortgage for 6 months or more bring a letter from your mortgage company stating the delinquency.

****You will have 24 hours from the time of your appointment to submit ALL required documentation. If you do not, you will need to try making a new appointment regardless of account status****

Have additional questions or need clarification on appointment requirements?

Call us at (503) 240-0828 or email us at energy@selfenhancement.org

Self Enhancement, Inc.

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www.selfenhancement.org/energy