

La Casa de Don Pedro

317 Roseville Avenue, Newark New Jersey 07107 (973) 485-0795

REQUIRED DOCUMENTS FOR TRUE HOME ENERGY EMERGENCY FUNDS

Enclosed you will find the application for the TRUE Home Energy program. Please complete this application in its entirety and provide **COPIES** of the following documentation:

- 1) Copies of the social security cards for members of your household 18 and older.
- 2) Copy of the driver's license of primary applicant with current address.
- 3) Copies of proof of income for **all members of your household age 18 and over for four consecutive weeks**. 4 paystubs if paid weekly, 2 if paid bi-weekly or bimonthly. For Social Security income of any kind you must provide a copy of the current awards letter or check. Pension, child support, family contribution, TANF and GA are all considered sources of income and documentation must be provided.
For unemployment documentation, we can accept a print out from the unemployment website which shows a WBR (weekly benefit rate). For any questions about how to retrieve this document, please call 973-485-0795.
If a member of the household age 18 or over does not have income, a signed statement claiming zero income must be provided.
- 4) If you **own a home** please provide a copy of your deed, property tax statement or mortgage statement.
- 5) If you **rent**, please provide a copy of your lease. If you do not have one, a letter from the landlord indicating the address and occupancy status must be submitted
- 6) Copies of past 6 months of payment history from each utility (previous 6 months of bills or payment history statement from utility company showing a breakdown of payments made each month)
- 7) Copies of your **electric bill and gas bill**.

******Please note that households who utilize municipal electric services will not be eligible for TRUE program benefits.

Please make sure the application is signed. Applications can be mailed, scanned/emailed or dropped off in person. Faxed applications will not be accepted. If you have any additional questions, please do not hesitate to contact us. Thank you.

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Energy Assistance Program

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