COMPREHENSIVE COMMUNITY ACTION PROGRAM

Rhode Island Low Income Home Energy Assistance Program (LIHEAP)

New Application Instructions 2026-2027

PLEASE READ INSTRUCTIONS CAREFULLY

Dear Heating Assistance Applicant,

You have an appointment/call to apply for LIHEAP on _____at_____A.M./P.M.

The Low-Income Home Energy Assistance Program (LIHEAP) is administered through the Rhode Island Department of Human Services in partnership with your local Community Action Agency (CAA). LIHEAP is funded by the U.S. Department of Health and Human Services. Our mission is to assist Rhode Islanders in managing their home energy needs.

To be considered for heating assistance in the 2026 -2027 **heating season** (starting in October), **you must fill out and sign the application form or renewal form and provide COPIES of the required documents.**

The documents that you must submit as proof of Identity**, Energy Expense**, **Residence**, and **Income** are listed below. Please remember that it is against the law to give false information or to withhold information when applying for heating assistance.

✓ Required Documents

☐ **LIHEAP Signed Application**

☐ **Proof of Identity** (for **new** applicants or **new** household members)

- Photo ID of the Applicant
- Proof of Social Security numbers for the Applicant and each Household Member.
  - Social Security cards or an official document from a government agency that has the Social Security number on it.
  - U.S. citizens, permanent residents, and qualified aliens can get LIHEAP benefits if they qualify.
  - If proof of Social Security number for a household member is not available, please contact your local CAA.

- For each Household Member besides the Applicant, provide **one** of the following documents:

  - Official BirthCertificate
  - A driver's license
  - State identification card
  - U.S. Military photo identification
  - Passport
  - Any official document from a government agency
  - Certificate of U.S. Citizenship
  - Certificate of Naturalization
  - Other immigration documentation

☐ **Proof of Energy Expense**

- Copy of a recent heating and electric bill with the Applicant or a household member's name and address on it. To be eligible for certain types of payment plans or discount rate with RI Energy, the utility bills must be in the LIHEAP applicant's name.
- If heat is included in your rent, please submit a copy of your lease or a Landlord Information Form.

☐ **Proof of Residence** (provide **one** of the following documents)

- Copy of a mortgage statement or a copy of a property tax bill.
- Copy of the lease, rent receipt (showing address) or the Landlord Information Form.
- Utility bill, deliverable fuel bill, or other household bills.

********SEE REVERSE SIDE FOR ADDITIONAL INSTRUCTIONS****

☐ **Proof of Income** (must report gross income, for the **past four (4) weeks**. Documents required depend on the type of income):

- **Wages**: copies of check stubs with the employee's name and address
- **Temporary Disability Income or Unemployment benefits**: copy of the award letter with beneficiary name, benefit amount and benefit period OR copy of bank statement
- **Fixed Income such as SSDI, SSI, SSP, RI Works**: A copy of the current award letter with the recipient's name, address and benefit amount, OR a Bank Statement, OR a statement from the Electronic Benefit card account, OR check stubs
- **Self-Employment**: Current tax returns are required or the Declaration of Self-Employment Form.
- **Pension or Retirement Income**: Copies of check stubs, or award letter, OR a Bank Statement, or a copy of the most recent 1099-R form.
- **Alimony and Child Support**: Documents required for alimony and child support must indicate the amount and frequency of the payments. Acceptable documents include a copy of one of the following:
  - Court support order or the most recent amendment
  - Official document from the Office of Child Support Services showing the payments received
  - Letter from legal agency representing the Applicant or household member detailing the support terms. The letter must be on the attorney's or legal agency's letterhead
  - Alimony or child support checks received for the last three months
- **Rental Income**: Copies of rental receipts provided to tenants OR a copy of the current lease for each rental unit pertaining to your tenants, OR a completed Rental Income Form
- **Support from Family and/or Friends**: A Support Form must be completed by the support source and submitted with the application
- **Dividend or Interest Income**: Interest income more than $500 a year must be reported. Acceptable documents include copies of bank statements OR a letter from the bank on a bank letterhead, signed and dated by an authorized representative, OR a copy of the most recent IRS form 1099-INT Schedule B.
- **No Income**: Any applicant or household member 18 or older, claiming no income, is required to complete and sign an Adult Household Member with No Income Form.
- **Full-time Students**: Income will not be considered in eligibility determination for students ages **18-23** if a copy of a full-time class schedule **(12 credits or more)** is provided with the application. If this document is not available, a written confirmation of full-time student status from the school on their letterhead will be accepted.

If you or any member of your household has an income type not mentioned above or if you have additional questions regarding acceptable proof of income, please contact your local Community Action Agency for guidance on the necessary documentation. All forms are available on our website www.comcap.org.

NOTES:

1) If you need help completing an application or need any of the required forms, please contact your local Community Action Agency for assistance www.ricommunityaction.org or visit RI Department of Human Services website https://dhs.ri.gov/programs-and-services/energy-assistance-programs-heating
2) The intake agency may request additional documents if documents provided for any of these sections are not clear.

WE ARE UNABLE TO MAKE COPIES. YOU MUST BRING COPIES OF ALL REQUIRED DOCUMENTS TO YOUR APPOINTMENT. QUESTIONS CALL (401) 467-7013.