



# 2022 Utility Assistance Program

## Necessary Documents

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. WILL RESULT IN RESCHEDULING.**

### Citizenship – Needed for ALL members

- **U.S. Birth Certificates** – **Must** be a State issued Vital Statistics Birth Certificate. (Contact Panhandle Community Services, one week prior to your scheduled appointment, if you need assistance obtaining only a Texas State Vital Statistics Birth Certificate.) All other states must contact their home State's Vital Statistics Office for birth certificates.
- **U.S Passport** – Must be a current and valid Passport.
- **Certificate of Naturalization of U.S. Citizenship**
  - **Immigration Status** (at least one family member, residing in the home, must be a U.S. Citizen.) Include Permanent Resident Card, Resident Alien Card, or Immigration Documents.
- **U.S. American Indian or Alaskan Native Tribal Enrollment or membership card with photo.**

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### Identity – Needed for ALL members

- **Members 18 years of age and older** - Federal or State Government Issued Photo ID.
- **Members UNDER 18 years of age** – Vital Statistics Birth Certificate **AND** School Records.
- **Social Security Card** – If applicable.

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### Income – Needed for ALL members 18 years of age or older, residing in the home.

- **Employment Check Stubs** – All check stubs for wages, within 30 Days range, of your appointment date.
- **Social Security/SSI/SSDI Award Letter** – Letter must be for 2022. Bank Statements are **NOT** accepted.
- **VA Retirement/Disability Letter** – Must be for 2022. May be obtained at [www.ebenefits.va.gov](http://www.ebenefits.va.gov)
- **Child Support Statement** – Must be a Current Statement. May be obtained at [www.texasattorneygeneral.gov](http://www.texasattorneygeneral.gov)
- **Unemployment Benefit/Worker's Compensation** – Printed page from the Claim and Payment Status of your online log-in for Unemployment Benefits. May be obtained at [www.twc.texas.gov](http://www.twc.texas.gov)
- **Other Income** – Cash payment receipts, Self-Employment wages, TANF for 2022, HUD Utility Reimbursement Letter for the current month, Private Pension Documents for 2022, etc...

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### Utility Bills – Provide BOTH Utility Bills if applicable.

- **Current Electric and Gas/Propane Bill** – Statement must be within 30 Days of your appointment.
- **Bills must be UNPAID and accounts ACTIVE.**
- **Applicant/Spouse's Name must be on the Bill** – **MUST** live at the same address.
- **ONLY ACTUAL BILLS accepted** – Screenshots from online portal or cell phones will **NOT** be accepted.

**\*Water Utility Assistance Coming Soon!\***