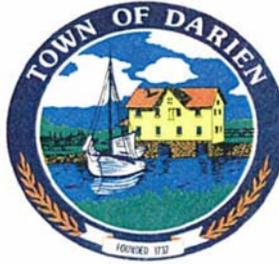


TOWN OF DARIEN
DEPARTMENT OF HUMAN SERVICES
TOWN HALL, 2 RENSRAW ROAD
DARIEN, CONNECTICUT 06820
TELEPHONE (203) 656-7328
FAX (203) 656-7486



OLIVE J. HAUSER
DIRECTOR
ohauser@darienct.gov

ALI RAMSTECK, LCSW
ASST. DIRECTOR
aramsteck@darienct.gov

Dear Darien Resident:

The Energy Assistance Program will begin on Thursday, September 15, 2016. Appointments can be made by calling Darien Human Services at Town Hall Monday-Friday, 8:30a.m to 4:30 p.m. (656-7328). **Assets and income limits apply.**

In order to be eligible for this program the State requires **proof of all income and assets of every household member**. We also need social security cards, or a copy, for **all household members**.

Assets include:

- ◇ **Checking and/or Savings accounts (must bring front and back of all pages of your most recent statement).**
- ◇ **Stocks, Bonds, CDs and IRAs to verify the most recent balance of these accounts.**

Income includes:

- ◇ **Most recent Social Security or SSI checks or bank statement if direct deposited.**
- ◇ **Most recent pension or annuity check stubs or bank statement if direct deposited.**
- ◇ **Dividend and interest statements for most recent period (if more than \$10/month).**
- ◇ **Most recent Unemployment, Workman's Comp. or Disability benefits statement.**
- ◇ **All child support and/or alimony payments received in the past 4 weeks.**
- ◇ **Your 4 most recent consecutive weekly pay stubs; 2 most recent consecutive bi-weekly, semi-monthly or 1 most recent monthly pay stubs.**
- ◇ **If you are self-employed a self-employment worksheet must be completed. Request a form from our office.**

It is necessary to show **proof of your current rent or mortgage payment** with a copy of your lease, or copy of a rent check or mortgage statement. If you are not current with your rent or mortgage, we need proof that you are in arrears. Renter's must provide landlord's full name, address and phone number.

ALL applicants need to bring **their most recent electric bill**. If you heat with oil or gas, please bring a bill or the company's name and your account number.

Please be aware that this program is not funded or designed to pay all your heating bills for the entire heating season, which is November through March.
This program does not pay outstanding bills.

If you have any questions please call our office, we will help you through the process.

Sincerely,
Department of Human Services

****TURN OVER FOR A HELPFUL CHECKLIST

**2016-2017 ENERGY ASSISTANCE APPLICATION
CHECK LIST**

Please bring those items that pertain to you below:

- ___ Social Security card of everyone in the household.**
- ___ Latest electric bill, required for **ALL** applicants.**
- ___ Proof of your rent or mortgage. If you are behind in either, bring statement.**
- ___ If you heat with oil or gas, bring the company's name and account number or a recent bill.**
- ___ Proof of everyone's work income/unemployment, for the last four **consecutive** weeks.**
- ___ Proof of all pensions, Social Security or SSI. These will be on your bank statements if it is a direct deposit**
- ___ Proof of most recent child support and/or alimony received.**
- ___ Proof of everyone's assets, most recent statement(s) required.**
 - Must include all pages of the statement(s), front and back.**
- ___ Copy of everyone's most recent bank statement(s)**
 - Must include all pages of the statement(s), front and back.**
- ___ Self-employment worksheet will be mailed to you upon request.**

If you bring the original of any document, we can make copies for your application.