

**Franklin Senior Center**  
**10 Daniel McCahill Street**  
**Franklin, MA 02038**  
**508-520-4945**

**Fuel Assistance Check-list for Self-Help Fuel Assistance Program.**

In order to obtain fuel assistance you will need to come to the Franklin Senior Center and fill-out an application. Along with you application you will need to supply documents to support your income and expenses. Below is a list of the documents you will need to bring with you to your appointment. We will make copies of these documents and submit them along with your fuel assistance application.

1. Picture ID (any one of the following):

Driver's License, Passport, State ID card, Student ID card, US Military card, Employment Authorization card, Certification of US Citizenship, Certificate of Naturalization, Alien Registration Card, (green card), MBTA card, Worker ID. **(Picture ID must be same address as requested fuel assistance address.)**

Or

2. Address Verification

This can be a driver's license, a copy of rental lease, a utility bill (phone, electric, cable) with name and address on it. Must be the address where you will be receiving the fuel assistance.

**INCOME:**

1. Proof of gross income for the last 30-days (any/all of the following that apply to you)

- Wages (Must be the 4 consecutive weeks immediately before your application. Must have Social Security number on them.)
- Unemployment benefits / check stubs
- Workers Compensation check stubs that show Date of Loss
- Social Security Award Letter or Social Security checks (bank statements if direct deposit)
- SSDI or SSI Award Letter or checks if applicable (disability income or supplemental income)
- Interest / Dividends – copy of 1099 or letter from bank stating dividend amount
- Child Support income. Foster Care income. Adoption income.
- Emergency Aid to Elderly, Disabled and Children (EAEDC income)
- Temporary Assistance to Needy Families and/or Dependent Children (TANF income)
- Veteran's Benefits
- Pension or Retirement Income, (need check-stub, direct deposit can not be used for this.)
- Bank Statements if income is direct deposited.
- Child Support income (copy of court order, DOR printout (call 1-800-332-2733) and request payment history, copies of support checks for the past 4 weeks or a notarized statement from support source.)

## **EXPENSES:**

### 1. Housing Costs:

- Copy of mortgage bill.
- Homeowner's Insurance bill.
- Real Estate Tax bill.
- Condo owner's must submit condo fee bill.
- Mobile Home owner's must include monthly park rent.
- Renters must include copy of rental lease
- Tenant At Will must include rent receipt.

### 2. Fuel and Electric Bills for the last 3-months:

Provide copies of three Fuel and Electric bills showing address and account number.

### 3. Child Support and/or Alimony payments:

Copy of court order, DOR printout (call 1-800-332-2733) and request payment history, copies of support checks for the past 4 weeks or a notarized statement from support source.

## **IMPORTANT NOTES:**

If you are behind on bill payments, please submit / bring them too.

If you are Self-Employed:

If applying after 12/31/2016, please submit your 2015 tax form.

If there is a second home that is used as rental property for income, you must submit a 1040 with schedule E. If you own a second home that is used as a vacation home, you are automatically not eligible for fuel assistance.

**Adult Children at home:** If there are additional people living in your home who are 18 years or older they must also provide copies of the above income information. They will also need to sign the fuel assistance application. If they are unable to come to the appointment with Senior Center, you will be given an addendum to have them sign. This will be sent to the fuel assistance agency. The application will not be processed until they receive the addendum.

**READY:** Once you have compiled the above information, please call the Senior Center at 508-520-4945 to schedule an appointment to apply for Fuel Assistance with our Social Services Coordinators.

**FOLLOW\_UP:** It takes approximately 6-weeks for applications to be processed, possibly more if it's a severe winter.. However, two weeks after you submit your application, you can call the phone number below to be sure your application was received and is being processed. You will have to punch-in your Social Security # on the phone. PHONE: 508-588-5440 / TOLL-FREE: 800-225-0875