The Following Documentation Is Required:

1. **Identification**
   - Valid Photo Identification for all adults in the household and social security cards
   - Birth Certificates and Social Security cards of all children in the household

2. **Original Current Utility Bill**
   - No copies or past due bills accepted
   - NO DISCONNECTION OR FINAL NOTICE ACCEPTED
   - Bill must be under client’s name

3. **Proof of Income**
   - Proof of income for all household members for the past 30 days. Members 18-59 years without income are required to register with Texas Workforce Commission (proof is required)
   - **Examples of Proof of Income:**
     - Check Stubs (wages, child support, unemployment compensation, etc.)
     - If paid weekly, 4 check stubs
     - If paid bi-weekly, 2 check stubs
     - If paid monthly, 1 check stub
     - SSI or Social Security-(2017 benefit letter required)
     - TANF-(benefit letter required within the last 30 days)

4. **Proof of Emergency**
   - Proof of unexpected expense or crisis within the last 30 days
   - Disconnection or final notice does not constitute an energy crisis

5. **Other**
   - SNAP/Food Stamps (benefit letter required within the last 30 days)
   - Medicaid/Medicare
   - If you are under Housing/Section 8 contract showing utility reimbursement must be submitted