



PY2024 Energy Assistance Program Checklist

Ways to Apply:

Online:	<a href="http://eap.ihcda.in.gov/">http://eap.ihcda.in.gov/</a>
Mail:	INDYEAP P.O. Box 11469 Indianapolis, IN 46201
Drop off:	John Boner Neighborhood Center 2236 E. 10 <sup>th</sup> St. Indianapolis, In 46201
Appointment:	<a href="http://www.indyeap.org">www.indyeap.org</a>
Email:	<a href="mailto:eapdocumentreturn@jbncenters.org">eapdocumentreturn@jbncenters.org</a>

Important: **CONTINUE TO PAY YOUR UTILITY BILLS.** Applications may take up to 55 days to process and approval is not guaranteed. Please **DO NOT** mail disconnect or pending disconnects, visit [www.indyeap.org](http://www.indyeap.org) to schedule an appointment. Once an appointment has been scheduled, please contact your utility provider, and inquire about payment arrangement options.

**\*Failure to provide all required documents could delay application processing\***

- Complete, Signed and Dated PY2024 Energy Assistance Application
- State or federally issued photo ID for head of household.
- Verification of social security numbers for all household members
- Proof of Income for Each Household Member 18 and Older
  - Employment: copy of most recent paystub including YTD gross, pay date, and employee name.
  - Social Security Benefits: copy of current year entire social security award letter.
  - Pension, Retirement, VA Benefit: copy of complete current award letter or current check stub.
  - Unemployment: signed Indiana Department of Workforce Development Form.
  - Self Employed: copy of previous years 1040 and Schedule C. All pages.
  - Gig Work: copy of complete current documentation, including your name.
  - No Income or Cash Income: completed and signed Income Verification Affidavit
- Most recent utility bills
  - **Must** be in adult household members name, if not a completed Utility Affidavit is needed.
- Utility Affidavit for utility bills that are not in a household member's name.
- Landlord Affidavit (if utilities are included in rent only)
- Direct Benefit Payment Election Forms (utilities included in rent or wood): only needed if direct deposit is preferred over paper check.
- Current School schedule/Report Card For high school students/college 18-23; **Must** be enrolled 12 credit hours or more
- Declaration of Absent Household Members Form for anyone listed on any documents but do not reside in the home.

Visit [indyeap.org](http://indyeap.org) to learn more.

