



RICHELLE CROMWELL
Executive Director
GIANCARLO DESARIO
Energy Director

COMMUNITY ACTION PROGRAMS INTER CITY, INC.

100 Everett Avenue, Unit 14
Chelsea, Massachusetts 02150
Tel: (617) 884-6130 ▪ Fax: (617) 889-8110

www.capicinc.org

DOCUMENTS NEEDED TO APPLY FOR CAPIC FUEL ASSISTANCE

PLEASE BRING ALL NECESSARY INFORMATION, MARKED BELOW, TO YOUR APPOINTMENT

PROPER FORMS OF IDENTIFICATION

- BIRTH CERTIFICATE – MINORS
- PHOTO ID/PASSPORT/RESIDENT ALIEN CARD – ADULTS
- SOCIAL SECURITY CARD(S) – EVERYONE IN THE HOUSEHOLD

INCOME VERIFICATION FOR HOUSEHOLD MEMBERS OVER 18

- WAGES**
 - 2 MOST RECENT CONSECUTIVE PAYSTUBS IF PAID BI-WEEKLY
 - 4 MOST RECENT CONSECUTIVE PAYSTUBS IF PAID WEEKLY
- ALIMONY/CHILD SUPPORT**
 - D.O.R. REPORTS
 - CAPIC FINANCIAL ASSISTANCE FORM (CONTACT OFFICE FOR FORM)
- UNEMPLOYMENT**
 - BENEFIT AWARD LETTER
 - 4 CONSECUTIVE PAYSTUBS/BANK STATEMENT
- SOCIAL SECURITY (SS/SSI/SSDI)**
 - BENEFIT LETTER
- GROSS PENSION**
 - 1099R TAX FORM
 - AWARD LETTER
- FOOD STAMPS/TAFDC/EAEDC**
 - BENEFIT LETTER SPECIFYING AMOUNT RECEIVED
- NO INCOME**
 - CONTACT CAPIC
- FULL TIME STUDENT**
 - LETTER FROM REGISTRAR'S OFFICE/CURRENT SEMESTER CLASS SCHEDULE
- SELF-EMPLOYED**
 - COPY OF 2018 FEDERAL INCOME TAX RETURN INCLUDING SCHEDULE C
 - AFTER FEBRUARY 15TH, 2020, MUST SUBMIT COPY OF 2019 FEDERAL INCOME TAX RETURN

HEAT SOURCE

- OIL COMPANY/KEROSENE COMPANY/PROPANE COMPANY
- GAS BILL/ELECTRIC BILL

RENTERS

- UPDATED COPY OF LEASE OR LETTER FROM LANDLORD STATING AMOUNT OF RENT & NUMBER OF HOUSEHOLD MEMBERS & IF RENT IS CURRENT
- SECTION 8 LEASE/ADDENDUM (SHOWING RENTAL BREAKDOWN)
- PUBLIC HOUSING LEASE

HOME OWNERS

- MORTGAGE STATEMENT
- MORTGAGE INTEREST STATEMENT
- HOME OWNER'S INSURANCE
- REAL ESTATE TAX BILL
- WATER/SEWER BILL
- RENTAL INCOME (Copy of rent checks, written statement from tenant w/ rental address, amount and contact info, or copy of IRS from Schedule E.
- COPY OF MOST RECENT FEDERAL INCOME TAX RETURN INCLUDING SCHEDULE E
- ELECTRIC BILL FOR VACANT APARTMENT