



COMMUNITY ACTION PROGRAMS INTER CITY, INC.

100 Everett Avenue, Unit 14

Chelsea, Massachusetts 02150

Tel: (617) 884-6130 • Fax: (617) 889-8145

www.capicinc.org

DOCUMENTS NEEDED TO APPLY FOR FUEL ASSISTANCE AT CAPIC

PLEASE BRING ALL DOCUMENTS MARKED BELOW, TO YOUR APPOINTMENT

PROPER FORMS OF IDENTIFICATION:

- Birth Certificates - All Minors
- Photo ID/Passport/Resident Alien Card – All Adults
- Proof of Citizenship – All Household Members

INCOME VERIFICATION FOR HOUSEHOLD MEMBERS OVER 18:

- c **Wages:**
 - 2 Most Recent Consecutive Paystubs if Paid Bi-Weekly
 - 4 Most Recent Consecutive Paystubs if Paid Weekly
- c **Alimony/Child Support:**
 - D.O.R. Reports
 - CAPIC Financial Assistance Form (contact office for form)
- c **Unemployment:**
 - Benefit Award Letter
 - Four (4) Consecutive Pay Stubs or Bank Statement
- c **Social Security (SS/SSI/SSDI):**
 - Benefit Letter
- c **Gross Pension:**
 - 1099R Tax Form
 - Award Letter
- c **Food Stamps/TAFDC/EAEDC:**
 - Benefit Letter Specifying Amount Received
- c **No Income:**
 - Contact CAPIC
- c **Full Time Student:**
 - Letter from Registrar's Office / Current Class Schedule
- c **Self - Employed:**
 - Copy of 2022 Federal Income Tax Return, Including Schedule C
 - After February 15th, 2024, Copy of 2023 Federal Income Tax Return

HEAT SOURCE:

- Name of Oil/Kerosene/Propane Company you use
- Gas or Electric Bill, whichever you use for heating

RENTERS:

- Updated Copy of Lease or Letter from Landlord Showing Amount of Rent & if Rent is Current
- Section 8 Lease or Addendum Showing Rental Breakdown
- Public Housing Lease

HOMEOWNERS:

- Mortgage Statement
- Mortgage Interest Statement
- Homeowner's Insurance
- Real Estate Tax Bill
- Water/Sewer Bill
- Rental Income (Current Lease or Letter from Tenant) or Copy of Most Recent Tax Return Including Schedule E
- Electric Bill for Vacant Apartment