



Energy Assistance Missing Documentation Checklist

You will not be able to receive benefits until all required documents have been submitted and verified.

Documents can be:

- Returned in person, or
- Sent by email to kferrell@sjindustries.com

When sending documents by email, please include your full name in the subject line so we can process them quickly.

Identification

- ☐ Photo ID for the applicant (driver's license, state ID, or passport)
- ☐ Social Security cards for everyone in the household
- ☐ Birth certificates for children under the age of 1 if no Social Security card

Proof of Income (for everyone 18 or older)

- ☐ Pay stubs for the most recent 30 days
- ☐ Weekly: 4 consecutive pay stubs
- ☐ Bi-weekly or twice a month: 2 consecutive pay stubs
- ☐ Proof of unemployment or disability
- ☐ Social Security, SSI, pension, veteran, and disability income must be shown with the actual check or yearly benefit award letter
- ☐ Child support, alimony, or any other income statements
- ☐ Zero Income Statement (if no income) or Student Schedule with Name showing
- ☐ TANF / General Assistance

Housing

- ☐ Lease agreement (must include):
- ☐ Page with occupants, page with who is responsible for utilities, and page with signatures
- ☐ Hud Rental Portion letter if applicable
- ☐ Property tax bill (full bill required)
- ☐ Postcard-size statements are NOT considered a tax bill. The state will not accept this.
- ☐ Mortgage Statement

Utilities

- ☐ Current gas/electric bills (including all that apply and all pages)
- ☐ Oil, wood, coal, or propane bills (if applicable)

Extra (if it applies to your household)

- ☐ Proof of SNAP, TANF, or other benefits
- ☐ Court orders (child support/divorce/legal settlement)
- ☐ Public housing/rental assistance agreement

Contact: SJG-Outreach@sjindustries.com or call 1-888-766-9900.