



Assistance Application - Documentation Requirement Checklist

Instructions:

1. For assistance, you are **required** to have all items listed below.
2. Please use the checklist to gather the information.
3. Once complete, please call to schedule an appointment. Phone: Muskegon at 231-725-9499 or Oceana at 231-259-2007.
4. **If you show up to a scheduled appointment without the required documentation, your appointment will need to be rescheduled.**

Utility Documentation Required

Utility/Deliverables

REQUIRED PAPERWORK FOR APPOINTMENT
Check boxes below when you have paperwork in hand

yes
 Current State of Michigan ID or Driver's License
 For ALL ADULTS in home (age 18+) With correct address.
(Address on ID must match address on bill)

yes
 Social Security Card for **EVERYONE IN THE HOUSEHOLD**

Must have Past Due or Shut-off notice

Yes	No	
		Proof of Income for LAST 30 Days
		Copy of the current bill or Shut –Off Notice
		Social Security award letter
		Income from any other source (Ex. Wages, UIA, SSI, Child Support)

Please note:

- **Completed applications can take up to 10 business days to process. Decision letters will be mailed once application has been processed.**
- **Missing Documentation will result in delaying of processing application.**
- **Funding is NOT guaranteed.**