



Instructions:

1. For assistance, you are **required** to have all items listed below. **Please arrive 15 minutes** before your scheduled appointment time.
2. Please use the checklist to gather the proper 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 Assistance

- Valid Michigan Driver's License or State ID for all adults in the household with correct address
- Social Security Card for ALL household members
- A copy of the bill OR the account number
- A copy of MDHHS State Emergency Relief (SER) decision letter

Please note:

- Falsifying documents will result in termination of future services.
- 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 the delay of processing your application.
- **Funding is NOT guaranteed.**

Muskegon-Oceana Community Action Partnership, INC.