



## **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
- Proof of ALL household income for the **last 3 months** (i.e., **pay stubs, Social Security award letter, SSI award letter, quarterly supplemental income, child support, pension, unemployment insurance benefits, retirement benefits, Veterans Affairs benefits**)
- DHHS food assistance award letter for the last 3 months. **IF** you are NOT receiving food assistance **AND** you do NOT receive SSI benefits please provide recent bank statements.
- A copy of the bill OR the account number
- A copy of DHHS SER Decision Letter; if applicable.
- Proof of another agency commitment to assist; if applicable.

### **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.