

Community Action Council of Portage County

1036 West Main St / Ravenna, Ohio 44266 / PH: 330-297-1456 / FAX: 330-297-1463

To make an appointment call:
330-297-1456 ext 1 and follow prompts

Information REQUIRED for WCP/HEAP/PIPP Re-verification

You must bring **ALL** of the following documentation to your appointment to receive assistance:

- **Ohio Edison Bill**
If your service is new, transfer, or off for more than 30 days, you will need a letter 29 faxed to us from Ohio Edison 800-633-4766.
- **Dominion Bill/bulk fuel invoice**
If natural gas service has been off for more than 10 days, or you are transferring/starting service, you will need to bring a pending Account number from Dominion 800-950-7989.
- **Proof of citizenship for all household members, which can be one of the following: SS card, Birth Certificate, Voter Reg., Passport**
- **Social security numbers are required for each household member.**
- **ALL income for the most recent 3 months (90 days) for ALL household members 18 and older.**

INCOME INCLUDES:

- ✓ WAGES
- ✓ SSI, SSDI, SOCIAL SECURITY
- ✓ PENSION
- ✓ UTILITY ALLOWANCE
- ✓ STUDENT LOAN INCOME
- ✓ SELF EMPLOYMENT(PREVIOUS YEARS TAX RETURN WITH A SCHEDULE C ATTACHED, AND A MONTHLY RECORD OF THE MOST RECENT 90 DAYS OF INCOME)
- ✓ JOBS YOU ARE PAID CASH FOR – NEEDS TO BE MONTH BY MONTH BREAKDOWN THAT COVERS PAST 90 DAYS
- ✓ CHILD SUPPORT PRINTOUT - (IF NOT RECEIVING CHILD SUPPORT, A LETTER FROM CHILD SUPPORT STATING THAT YOU DO NOT RECEIVE IT)
- ✓ MONEY FROM FRIEND OR FAMILY MEMBER - YOU MUST HAVE A SIGNED AND DATED LETTER OF SUPPORT FROM ANYONE HELPING YOU, TO INCLUDE:
 1. NAME, ADDRESS AND PHONE # OF PERSON WHO HELPS YOU
 2. HOW MUCH MONEY THEY GIVE YOU
 3. HOW OFTEN THEY GIVE YOU MONEY, MUST INCLUDE MOST RECENT 90 DAYS
- ✓ IF CLAIMING ZERO INCOME, AND NO ONE IS HELPING YOU, YOU SHOULD OBTAIN A TAX TRANSCRIPT OR STATEMENT OF NON FILING STATUS FROM THE IRS(1-800-908-9946 OR IRS.GOV).

THIS LIST DOES NOT REFLECT EVERY SOURCE OF COUNTABLE INCOME, AND EACH HOUSEHOLD WILL BE ASSESSED BASED ON THEIR OWN SITUATION.