



State of Utah
Department of Workforce Services
H.E.A.T. Program/HELP/EAF Instructions
(Home Energy Assistance Target)

Instructions for H.E.A.T. Application:

This application must be completely filled out, signed, and dated. Copies of all the following documents must be included or your application cannot be processed.

1. Household Verifications:

- Copy of a picture identification for primary applicant
- Copies of Social Security cards for **EVERYONE** in the home, including children
- Copies of U.S. Customs and Immigration Services (USCIS) documents showing legal status in the U.S. for any non-citizens

2. Income and Income Deductions Verifications:

- Copies of proof of all income received in the previous month by all household members (check stubs, Social Security statements, retirement benefits, child support, alimony, etc.)
 - Explanation and documentation if income is less than living expenses
 - Proof of payment for any eligible medical expenses paid in the previous month
 - Proof of any child support or alimony paid the previous month, if applicable
- *Please note, if you are mailing an application, the previous month is the month prior to the month the application is postmarked.*

3. Energy Burden Verifications:

- Copies of the applicant's most recent utility bills.
- A copy of the applicant's lease if the utilities are included in the rent, or the Landlord Statement (form 1062H) completed and signed by landlord.

4. Target Groups Verifications (additional funding is available for applicants with household members 60 or older, disabled, or under six):

- Driver's license or other official documentation indicating age 60 or older
- Copy of the birth certificate for a child five years old or younger in the home
- Proof of a disability, if applicable

5. Additional Documentation may be required. Relevant third parties may be contacted to verify information provided.

**Remember to include a phone number where you can be reached
if we have questions or need other documents.**

Send copies only, as originals will not be returned.

If the application is not filled out correctly or is lacking documentation, it will be denied.

If your utilities have been disconnected or are scheduled for disconnection within 48 hours, contact your local HEAT office for instructions. Call 211 for local HEAT office phone numbers.