

EAP and FAP Forms Quick Reference Sheet

FORM	USE	WHEN REQUIRED
Change of Address/Vendor	When an EAP household or in-season FAP household needs to make a change to address, vendor, or fuel type to have active benefits transferred.	<ul style="list-style-type: none"> - If a household requests to change vendors or fuel type during FAP season – see notes for reasons - If a household moves to a new address and has EAP or FAP benefits to transfer
Child Residency Declaration	To verify residence of a child with split custody if there is no other method to determine and there are two parents who want to claim child	Use when appropriate
Child Support Verification	CS Paid: To verify child support paid via the Child Support hotline. CS Received: Can be used for a No/Low Income household as documentation of finances	<ul style="list-style-type: none"> - CS Paid: If child support is paid through state and there is no other way to verify amounts - CS Received: Use at discretion
Consent to Inform Release/ Proxy Authorization Release <i>(agency created form)</i>	To allow applicant to grant written consent for another person(s) to communicate on behalf of them during application process	Must have before releasing any information about application or allowing 'proxy' to participate in application process
Employment and Earnings Verification	To be completed by employer to verify employment earnings or terminations	<ul style="list-style-type: none"> - To show proof of income if paystubs are not available - To confirm termination date in last 60 days/proof of final pay date - To verify past 365 days of commission earnings
Financial Support Verification	To verify financial support by friend/family or agency	Use when appropriate
General Self Declaration	Can be used as a template for any self-declaration needed (i.e. residency changes)	Use when appropriate
IRS 4506-T <i>(IRS form)</i>	To verify that individual did not file federal income taxes	Use when appropriate
Landlord Verification	To verify info for new clients and/or heat included in rent households	Must be completed by landlords for any heat included in rent households
No/Low Income Declaration	To verify how households without income are meeting basic needs	Household does not have enough documented income to meet basic needs (rent/mortgage cost)
SE Rental Income Declaration	To verify rental income for applicants who live in the same property they earn rental income from	Use when appropriate
Self-Employment Declaration	To report self-employment income when taxes have not been filed	Any reported self-employment income not verifiable on tax documents
Social Security Direct Express Verification	To verify Social Security paid to Direct Express card holders if they are in office for application process	Use when appropriate
Unemployment Benefits Verification <i>(NHES form)</i>	To verify unemployment benefit income	Client ended employment or received unemployment benefit payments in prior 60 days

CHANGE OF ADDRESS/VENDOR

Change of Address/Vendor requests are allowable if at least one of the following conditions is met:

- A household moves and their vendor does not serve their new area of new fuel type
- A household moves and now has heat included with their rent
- A household has a change in heating system and their chosen vendor does not serve this fuel type
 - This could happen if a household receives weatherization assistance and a new heating system
- A household's chosen vendor is refusing to serve the household
- There is another significant circumstance that justifies the change
 - FAP manager/director or designee approval required

Switching vendors to save on fuel costs due to vendor pricing is not adequate justification.

CHILD RESIDENCY AGREEMENT

- **Is court or school documentation enough?** Yes! That would trump this form. Formal custody or parenting agreements should be used to determine residency, but this form could be used if custody is divided 50/50 and both families want to apply. This form signed by both parents would provide verification of child's residency.
- **If child has always been on application or there is no contesting child's residency, do we need this form?** No. This form can be used when there is conflicting information (i.e. child appears on another app, DHHS benefit letter has child at another address, etc) and no formal agreement.
- **Can parents sign two separate forms?** Sure – as long both list the same info and both sign a form.
- **What if both parents won't sign?** If both parents will not sign, then CAA should utilize the policy introduced in the PY25 manual, which states, "If custody is shared equally and the dispute cannot be resolved, the parent who applies earliest each year can include the children in the household."

CHILD SUPPORT VERIFICATION

- **Do we need this form if we have other verification of child support paid?** No. Child support paid can be verified in many ways, including pay stubs, copies of checks, letters from other parent, bank statements, etc. This form is not mandated if other verification has been provided.
- **Can you clarify when this form is utilized?**
 - Child Support PAID: If an adult in a household is paying child support, they need to provide documentation that verifies that amount and date paid before it can be used as an income deduction. This form could be used to verify amounts paid through the State of NH via the hotline.
 - Child Support RECEIVED: If a household is a no or low income household and they did not provide self-documentation on the application, this form can be used for an adult in the household to self-declare the child support received.
 - If a household is receiving enough income to meet basic needs, no documentation needed.
 - If a household is a no or low income household, this form can be used to share child support payments received as a way to demonstrate how the household meets their basic needs. This can also be documented with a No or Low Income Declaration form – either form can work.

NO or LOW INCOME DECLARATION

- **Do we need this form for every adult not earning income?** No. If there is sufficient total income in a household to cover the basic needs (the cost of rent/mortgage can be used for reference), then a No or Low Income Declaration is not needed for adults not earning income in that household. Every application/household is unique but there are two questions staff can ask themselves to help determine if this form is needed.
 1. **Does this household collectively have enough income to cover the basic need of the cost of housing?**
 - Answer is yes – no form needed
 - Answer is no – move on to second question
 2. **Does the application provided contain information that helps clarify how they are meeting their needs?**
 - Answer is yes – no form needed. If the information available already ‘completes the story’ of how the household is getting by, then no additional documentation is needed.
 - Example: Household behind on rent/mortgage and provide proof
 - Example: Client provides proof they just lost their job but they currently receive child support
 - Answer is no – this is when you should collect a No or Low Income form(s)
- Some examples:
 - A two-parent household has rent of \$1,000/month. One parent is earning \$1,800 a month while the other parent is working as a stay-at-home parent and earning no additional income. No or Low Income Form is not needed.
 - There is a three-adult household with rent of \$750 and no income. Ideally, all three adults are providing their own No or Low Income form.
 - A two-adult household with rent of \$1,000/month and only one adult is working making \$200/mo. You would ask both adults to complete a No or Low Income form (two forms total).
 - There are situations where it could be acceptable for one adult to fill out both forms – or even for one form to be completed on behalf of the two household members. For example, a son completes a form on behalf of him and his father with dementia or a mother completes two forms, one for her and one for her adult daughter with a severe disability.
 - A two-parent household has rent of \$800 and no income. They did note on their application that they receive \$450 every two weeks for child support for the children in the home. They do NOT require a No or Low Income Form as the application documents the child support received is great than \$800/mo.
 - A two-adult household with rent of \$900/month and one person has a SS payment of \$700, there should be a No or Low Income Form from at least one adult in the household.
 - Most often, the person with no income should be asked to complete the form. However, there may be situations where you receive a No or Low Income form completed by the adult earner in this situation that would be acceptable, similar to situations above.

FINANCIAL SUPPORT VERIFICATION

- This form may be useful to for a household that has no or very low income to document how they are meeting their basic needs. As a reference point, they should have income that can at minimum cover the monthly rent or mortgage amount provided.
- Any financial support that is provided as a one-time or infrequent gift is not counted as income.
- Any financial support provided for six months or longer is not considered a gift. It should be counted as income for the household if it is donated. However, income that is a loan is NOT counted as income.