



**Hinds County Human Resource Agency**  
Low-Income Home Energy Assistance Program (LIHEAP)  
Community Service Block Grant (CSBG)

## REQUIRED DOCUMENTS

**Important Information:** Your application for assistance cannot be processed until all required documents are received. Please read all of the information below and **be sure to bring all of the following** documents with you to your appointment.

### 1. Proof of All Income

- a) **Are you employed?** If so, you must bring one of the following for you and all other adult (18 years and older) members in the household:
    - i) Proof of wages: Current pay stubs for past 30 days that show amount earned before deductions (Gross Pay). Bring last 4 stubs if paid weekly, last 2 stubs if paid every two weeks, or the last stub if paid once a month); or,
    - ii) If you have not received your first pay stub, bring a “Letter of Wage Statement” verifying that you have gained employment and stating your rate of pay. This statement must be on company letterhead. *(Needed only if you have not received your first pay stub).*
  - b) **Are you self-employed?** If so, you must bring one of the following for you and all other adult (18 years and older) members in the household: Account Book, payment/sales receipts, notarized statement of income for the last 30 days, and prior year tax return.
  - c) **Are you on a fixed income (such as SSI, Social Security, pension, etc.)?** If so, you must provide proof of the current year income for all members in the household that receive these benefits. You must provide the actual award letter from the Social Security Administration or a print out from the Social Security Office. *(Contact information for the Social Security Office is on the back of this page.)*
  - d) **Are you unemployed?** If so, all adult members in the household (18 years and older) that are unemployed and not receiving disability must be registered with the WIN Job Center. You must provide an update of your existing profile or documentation to show that registration was completed no more than 30 days prior to the date of your scheduled appointment. *(Contact information for the WIN Job Center is on the back of this page.)*
  - e) **Are you a single or divorced parent with a child/children under 18 in the household?** If so, you must submit a printed verification that he/she is cooperating with MDHS Child Support Services. A teen and/or young adult parent in the household must also provide documentation of their cooperation with Child Support Services. *(Contact information for MDHS Child Support is on the back of this page.)*
    - i) **If you receive child support**, you must provide “Verification of Child Support Services” print out from MDHS within the last 30 days.
    - ii) **If you do not receive child support**, you must have applied for it with MDHS within the last 30 days.
  - f) Bring proof of **Unemployment Benefits**
  - g) Bring proof of **V.A. Pensions**
  - h) Bring proof of **Private and/or Public Retirement, etc.**
2. **Social Security Cards** for all household members
  3. **Picture IDs** for all adults (18 years and over) in the household
  4. **Birth Certificates** for all household members
  5. **Guardianship Documentation** for any child in your household who is not your biological child
  6. **Current Lease Agreement, Current Mortgage/Rent Bill and/or Eviction Notice**
  7. **Current Utility Bills** for which you want assistance must be in the name of the head of household only.
  8. All bills you have paid within the last 30 days (if requested by caseworker)

If you cannot represent yourself, you may submit a notarized written statement or Power of Attorney that names the person who has permission to represent you.

Please complete your Virtual ROMA Pre-Application online at <http://virtualroma.mdhs.ms.gov/> before arriving.

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## **REQUIRED DOCUMENTS**

### **ARE YOU MISSING ANY DOCUMENTS?**

If you are missing any of your documents, you should contact the following to obtain the information **BEFORE YOU COME TO YOUR APPOINTMENT.**

#### **Birth Certificate**

MS State Dept. of Health – Vital Records  
571 Stadium Dr., Jackson, MS 39216  
Phone: 601-576-7981  
Online applications: [www.msdh.state.ms.us](http://www.msdh.state.ms.us)

*Office Hours: Mon. – Fri. 8:00am – 4:30pm*

#### **Verification of Your Cooperation with MDHS Child Support**

MS Dept. of Human Services  
4777 Medgar Evers Blvd., Jackson, MS 39213  
Phone: 1-877-882-4916  
Website: [www.mdhs.state.ms.us](http://www.mdhs.state.ms.us)

*Office Hours: Mon. – Fri. 8:00am – 4:30pm*

#### **WIN Job Center Registration**

Jackson WIN Job Center  
5959 I-55 Frontage Rd., Suite C, Jackson, MS 39213  
Phone: 601-321-7931  
Apply Online: [www.mdes.ms.gov](http://www.mdes.ms.gov)

*Office Hours: Mon. – Fri. 8:00am – 5:00pm*

#### **Fixed Income Verification (for income such as SSI, Social Security, pension, etc.)**

Social Security Office – Jackson, MS  
100 W. Capitol St., Rm. 225, Jackson, MS 39269 ~ McCoy Fed. Bldg.  
Phone: 1-866-331-8135  
Website: [www.socialsecurity.gov](http://www.socialsecurity.gov)

*Office Hours: Mon. – Fri. 8:30am – 3:00pm*

To ensure compliance with all HCHRA, state, and federal laws, guidelines, rules, and regulations, your application for assistance cannot be processed until all documentation is received. If you are unable to obtain all of the required documents before your appointment date, please call 601-923-3950 to reschedule.