

☆ Who may apply?

The head of household or spouse of the head of household or an individual authorized in writing (*second party application*) by the head of the household or spouse to make application provided the head of household or spouse is age 60 or older or disabled.

(*By Appointment ONLY! - Call 256-907-1550)

☆ Please bring the following documentation when you come for your appointment:

- ⌋ Monthly Income documentation for the month prior to your appointment date for the entire household. Acceptable proof of income is pay stubs (*weekly or bi-weekly*), SSI/Social Security Award Letter, DHR Documentation showing income for the household, or unemployment verifications. If you receive TANF or child support you must also bring proof of amount received in the previous month. Any household members 18 years or older, who report zero income or self-employment, must present at the time of appointment a completed "ADECA Form 125" Zero Income Form (form must be completed by a non-relative source who is 18 years or older - who does not live in the household). Eighteen (18) or older full-time high school students must submit school verification document.
 - ◆ *Zero Income Forms may be printed off CAPHMLC Website (www.caa-htsval.org) or be picked up at any CAP location, including the Central Office - 3516 Stringfield Road*
- ⌋ If living in public housing or Section 8, you must provide documentation of Utility Allowance (lease or tenant profile).
- ⌋ Social security cards for all household members (The actual card or up-to-date printout from the social security office that shows the number). Non-parental guardians must provide official documentation showing permanent or temporary custody of children in household.
- ⌋ Current Picture ID - Person making application must bring their current picture ID (must be head-of-household or their spouse). An individual authorized in writing by the head of the household or spouse to make application provided the head of household or spouse is age 60 (or over) or disabled, must present picture ID.
- ⌋ Your Current Utility Bill - The bill must be in the head-of-household or spouses name - only exception is if the Utility Bill is in the landlords name (*in which case a lease will be required*) or if person making application name is on the utility account.
- ⌋ Crisis/Deposit - Target Sector Only (*disabled or elderly - age 60 and over, children in household age 5 or younger*). A quote from vendor/utility company that will alleviate the Crisis or a deposit quote from utility company if utility deposit is needed. Your household must qualify for a Crisis (health and/or well-being would be endangered if assistance is not provided)
 - ◆ **Missing information may result in your appointment being delayed, rescheduled or cancelled.**