

**NSCAP FUEL ASSISTANCE
HOW TO DOCUMENT YOUR INCOME
PROOF OF ALL SOURCES OF INCOME
FOR ALL HOUSEHOLD MEMBERS**

¾ Social Security/SSDI/SSI – Current Award Letter, Benefit Statement or most recent Form 1099 from Social Security *Call (800) 772-1213 or visit www.ssa.gov*

¾ MA STATE SUPPLEMENT (SSP)TAFDC / EAEDC / SNAP
– Current DTA letter *Call (877) 382-2363 www.mass.gov*

¾ Wages – Most recent consecutive four week's pay stubs showing gross wages, your name and employer's name or employer letter on letterhead showing gross wages and at least one paystub. School employees: provide a copy of your contract and 4 weeks paystubs

¾ Unemployment – Benefit Eligibility Letter and current month's bank statement showing benefits received or printout from unemployment with your name or social security number on it showing four current weeks of benefits received or *visit uionline.ma.gov for a printout*

¾ Alimony /Child Support – DOR Report, court order, checks or bank statement or notarized NSCAP Financial Assistance Form showing support rec'd and complete NSCAP Child Support/ Alimony form

¾ Veteran's Benefit – Current benefit letter *Call (800) 827-1000 or visit www.va.gov or call your local Veteran's Agent for documentation of your total gross monthly benefit*

¾ Retirement/ Pension – Current benefit letter or check *stub* showing the gross amount and most recent Form 1099 from source of Pension

¾ IRA / ANNUITY Distribution- Current Form 1099 from source and most recent Federal Tax Form 1040

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Interest / Dividends – Form 1099(s) and current Federal Form 1040

Self-Employment – Most recent Federal Tax Form 1040 including Sched. C or C-EZ, Form 1120, 1120S or 1065. *If self-prepared, call (800) 829-1040 or visit www.irs.gov for a complete transcript*

Rental Income – Most recent Federal Form 1040 including Sched. E *If self-prepared, call (800) 829-1040 or visit www.irs.gov for a transcript*

Worker's Compensation / Disability – Proof of gross income (four (4) weeks check stubs and/ or benefit letter) received and a statement showing start date and duration of eligibility

Financial Support From Others–NSCAP Financial Assistance Form must be completed and notarized by person providing support. Call to request NSCAP Financial Assistance Form

Odd Jobs – Contact NSCAP to obtain, complete and notarize a NSCAP Odd Job Form detailing the work you perform

Lump Sum Income: Lottery Winnings, Cash Prizes, Bonuses, Insurance Settlements, Cap. Gains, Inheritances, Sale of Stocks or Bonds received in the last 12 months–Most recent Federal Form 1040

Low Income- If monthly household income exceeds expenses by less than \$100, your Case Worker will contact you to arrange an interview after your application is submitted

No Income- Anyone age 18 and older with no income who are not full time students will be contacted by a Case Worker to schedule an appointment to come to NSCAP after your application is submitted

Full Time Students 18 and Older - Current letter from High School, School, College or University showing full-time / part-time status