

# Checklist for Determination of Approval

Agency:  BVCAP    CAPLSC    CAPMN    CNCAP    HFHO    NENCAP    NWCAP    SENCA

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Client Name: \_\_\_\_\_ Job Number: \_\_\_\_\_

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Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CHECKLIST FOR WEATHERIZATION DETERMINATION FACTORS FOR APPROVALS**

Make sure you have the following forms and documents before beginning a weatherization project.

- NA
- Signed Weatherization Application Form
  - Completed and Signed Basic Intake Form
  - Copy of Proof of Home Ownership (Deed, Taxes, or Mortgage Stub)
  - Copy of the Mobile Home Title
  - Home Information Survey (Client Questionnaire Form WX13)
  - Copy of Assistance Letter from Dept. of Health and Human Services (Energy Assistance or ADCX/TANF)
  - Completed Landlord Agreement/Permission
  - Income Verification
    - Most recent Social Security or SSI Letter
    - Last 3 months of pay stubs
    - Unemployment Compensation Letter
    - Copy of Social Security Award Letter (SSA, SSDI, or SSI) (For everyone in the household at the time of request)
    - Copy of Your Federal Tax Return (Self-Employment Verification Only)
    - Verification of Any Other Monthly Benefit Amounts (Example: VA pension, retirement/pensions, rental income, 401k, unemployment benefits etc.)
    - Zero Income Verification Form (WX16)

Note: Households with persons receiving either ADC (Aid to Dependent Children) or Supplemental Security Income (SSI) are automatically eligible for free weatherization.

- Completed U.S. Citizen Attestation Form WX15 (Required for all adults in the household)
- Copy of Most Recent Utility Bills With Account Numbers (Natural Gas & Electric)
- Historical (Section 106) Check
- Other: \_\_\_\_\_

**SIGNATURES**

**Sign Here** \_\_\_\_\_ Weatherization Representative \_\_\_\_\_ Date

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