

## HOW TO COMPLETE NSCAP'S FUEL ASSISTANCE APPLICATION

- 1) Answer all questions and make any corrections or updates on the application including household members, phone, account numbers, landlord, etc.
- 2) Head of household and all members of the household 18 and older must sign the back of the application.
- 3) **You are required to update income every year.** Review the attached income list, check all boxes that apply and submit the appropriate documentation.
- 4) Include a copy of your most recent heating and electric bills for payment.
- 5) Renters should submit a current lease or letter from landlord, if subsidized a current tenant profile or addendum from their housing authority.
- 6) Homeowners should submit a mortgage statement, property tax bill, home insurance bill, and condo or lot fees (if applicable).
- 7) Full-Time Students must submit a letter from their school or college.
- 8) To add a household member, write in name, date of birth, etc. You will also need to provide a copy of social security card and birth certificate/ photo ID.  
To remove anyone 18 or older from your application, you will need to submit proof of address (ie. current utility bill) showing their new address.
- 9) Anyone age 18 and older with no income who is not a full time student will need to call their Case Worker after your application has been submitted to schedule an appointment to complete a Statement of No Income in our office.
- 10) Mail your signed application and documentation to NSCAP as soon as possible.

Reminder: No payments can be made until your application is complete.

**Questions? Do you need help completing your application?**

Call (978)531-0767 x 136 or email [fuelassistance@nscap.org](mailto:fuelassistance@nscap.org)

**Applications are processed on a first come,  
first served basis so don't delay!**