

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

*Most recent Federal Form 1040 Tax Return* for those who filed taxes

**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](http://www.ssa.gov)*

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

**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

**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](http://uionline.ma.gov)* for a printout

**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

**Veteran’s Benefit** – Current benefit letter *Call (800) 827-1000 or visit [www.va.gov](http://www.va.gov)* or call your local Veteran’s Agent for documentation of your total gross monthly benefit

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

**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](http://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](http://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