



ECONOMIC OPPORTUNITY COUNCIL OF SAN FRANCISCO
1426 Fillmore Street, Suite 301 • San Francisco, California 94115
Main Number: (415) 749-5600 • Fax Number: (415) 749-6494



“Document Checklist”

Energy Intake Form - CSD43 (revised 11/2015):

- Please COMPLETE ALL APPLICABLE SECTIONS and have the client sign and date - **Please do not use white out**

Energy/CSBG – Supplemental Households Data Information:

- Please COMPLETE ALL APPLICABLE SECTIONS

CSD Form 081 Client/Customer Consent Form and Authorization:

- NEW:** “Effective Monday, June 1, 2015 in order to receive LIHEAP services client(s) **MUST** also complete the CSD Form 081 (New 5-15) Client/Customer Consent Form and Authorization”.

CSD form 321 (Rev. 12/05/11) – Client Education Confirmation Receipt:

- Please also complete 1 (one) CSD form 321 (Rev. 12/05/11) per application – Client Education Confirmation Receipt

Current (most recent) Energy Billing Statement (Pacific Gas and Electric):

- Entire bill (Pages 1 to 4) Showing 22+ days of usage and/or a 48 Hours disconnection notices (if applicable)

Household income: (Must be current--last 4-weeks) – Needed for all members of the household)

- Paychecks: copies of all check stubs (last 4-weeks), full consecutive month of pay. If there are gaps between pay periods or missing stubs attach brief explanation.
- Unemployment stubs: copies of EDD documentation reflecting a full consecutive month (within the last 4-weeks)
- Disability income/denial of income (State - EDD or Worker's Compensation)
- Child support
- Alimony (spousal support)
- Social Security (SSA) - current bank statement showing direct deposit, award letter for current year or copy of check.
- Supplemental Security Income (SSI) - current bank statement showing direct deposit, award letter for current year or copy of check.
- TANF (cash aid) current Notice of Action
- Pension/Annuities: Annual statements, Bank statement reflecting direct deposits or checks dated within the last 30 days from each pension benefit.
- Self-employed (2015 - 1040 tax form and Schedule C) or profit and loss or journal (1-month)
- Job paid in cash (odd jobs - write statement declaring type of work, money earned for last 4-weeks)



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Survey of Income and Expense - CSD-43B:

- This form is required only if the applicant and/or any other household member 18 and older claim zero income – (Applicant must sign and date).
- Valid Picture ID with current legal name, California ID or other valid US ID.
- Copy of Social Security Card.

Please provide a copy of the following, ONLY if the applicant(s) are claiming NO INCOME:

- Food stamps Notice of Action (current month, if applicable)
- Low income housing (current month, if applicable) - Section 8 – HUD