



**SOUTH PLAINS COMMUNITY ACTION ASSOCIATION, INC.**

COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)

WEATHERIZATION ASSISTANCE PROGRAM (WAP)

**REQUIRED DOCUMENTATION**

In order for us to process your application in a timely manner, please have this information turned in before your appointment. Applications will not be processed until SPCAA has received all required documents. You can email ALL documents, and this letter with your name and phone number to [mnunez@spcaa.org](mailto:mnunez@spcaa.org) or bring it to our office on **112. 2<sup>nd</sup> St, Denver City TX.**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ 2021 Time: \_\_\_\_\_ AM / PM

Case Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

**ASSISTANCE IS BY APPOINTMENT ONLY**

**REQUIRED DOCUMENTS:**

**1. Proof of Citizenship and Identification for all household members:**

Provide one of the following:

- U.S Birth Certificate
- U.S. Passport
- Certificate of Naturalization
- U.S. American Indian or Alaska Native tribal enrollment card
- Certificate of U.S. Citizenship
- Permanent Resident Card

**2. Proof of identification for all household members: (Provide **one** of the following)**

Adults 18 or older:

Children under age 18:

- Valid Photo ID or Driver’s License
- U.S. Passport
- Social Security Card
- Health Insurance card
- School record
- U.S. Passport
- Social Security Card

**3. Proof of income for the past 30 days for all household members age 18 or older:**

- Check stubs
- 2021 Social Security Award letter
- Self-employment income
- Veteran’s Affairs Benefits
- Unemployment benefits
- Child support

**4. Current Gas and electric bill or disconnection notice.** Note: Utility bill must be in the name of a household member age 18 or older

**PLEASE REMEMBER:** Applications are processed in the order they are received and ranked by priority rating scale. Until your application is processed and approved, you will be responsible for your utility bills and any late fees that occur.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!  
MARIA NUNEZ – SERVICE SPECIALIST**