



## APPLICATION AND INSTRUCTIONS FOR NON-ENERGY RELATED SERVICES ONLY

### IMPORTANT UPDATES:

The application link and information provided below are for customers seeking assistance with **NON-ENERGY** related needs ONLY.

The list below provides a summary of additional services we offer:

**Family Self-Sufficiency Program**

If you can dream it, we can help you achieve it.

**TUITION ASSISTANCE PROGRAM**

**JOB SEARCH**

- **Family Self-Sufficiency Program**
- **Education Assistance**
- **Employment Assistance**
- **Other Services**; be specific regarding your needs in the comments section of the application. Applications that do not have specified needs listed will be automatically rejected. Please keep in mind that we cannot meet each applicant's needs and will only be able to assist if we have a program and/or the funding that will allow us to.

1. Each time you apply for services all documents must be provided. Your Case Manager does not have access to any of your previously submitted documents. They are stored in compliance with the State of Florida to prevent fraud for your safety.
2. Once your online application is received and reviewed for accuracy and eligibility, it may be rejected for one or more of the following reasons:
  - *Applications will be rejected if all required documents are not uploaded with your application.*
  - *Applications will be rejected if you enter incorrect information regarding your household and household members, did not complete the entire application and/or did not sign the application.*

### **REQUIRED DOCUMENTS FOR ONLINE APPLICATION SUBMISSION:**

1. Picture Identification for everyone eighteen (18) years of age and older living in the household. Must show Florida residency and identification cannot be expired over one (1) year.
2. Social Security cards for everyone living in the household.
3. Birth Certificate for all children ages five (5) and under in the household.
4. Proof of income for everyone eighteen (18) years or older living in the household.
5. Current wages paycheck stub or statement; Weekly (4), Bi-Weekly (2), Monthly (1).
6. Current Social Security/Veteran benefit letter (SSI, SSDI, SSA, VA) with proof of Disability if applicable.
7. Last 30 days child support. If there is no child support, please write a statement that there has been no child support in the last 30 days, signed.
8. Retirement
9. Self-Employment Statement
10. TANF/Cash Assistance
11. If there is no income for someone over 18, please write a statement that there has been no income in the last 30 days, signed.
12. Current Food Stamp verification letter with awarded dollar amount.
13. Renters – Current Lease or Shelter Verification Form. HUD and Income based housing must provide the Tenant Calculation form 50059.

***Downloads, screenshots, & photos*** are acceptable methods of providing documents via fax or email. Your photos must be clear and not combined with other items, ID's & Social Security cards for more than one household member may be all in one photo but all writing must be

legible. Photos of partial documents are not acceptable. Please capture the entire document in one photo. Case Managers must be able to print your documents and read them to be placed in your file.

**Additional Documents:**

The link below will direct you to our Additional Documents Page. This page contains our *Shelter Verification Form*, which can be used in place of a Lease Agreement and the required *Utility Account Holder Forms* and *DEO Release Form* if your utility account is not in your name. These forms can be printed and completed, then submitted to your application.

<http://srecinc.org/programs/on-line-program-forms/>

**Please click on the link below to begin your NON-ENERGY Assistance Application:**

[https://fastrack.shahsoftwareservice.com/V197/SF\\_Redirector\\_Screen02.aspx?Encryption\\_KEY=d85b4a4c92358a6778b3f6acc8bdf6ea](https://fastrack.shahsoftwareservice.com/V197/SF_Redirector_Screen02.aspx?Encryption_KEY=d85b4a4c92358a6778b3f6acc8bdf6ea)

**Questions regarding your application can be directed to:**

[clientservices@suwanneec.net](mailto:clientservices@suwanneec.net)

***CASE MANAGER EMAIL AND CONTACT LIST BY COUNTY:***

Bradford/Dixie/Gilchrist/Lafayette – [dix1@suwanneec.net](mailto:dix1@suwanneec.net) – Ph: 352-498-5018

Columbia/Hamilton – [crussell@suwanneec.net](mailto:crussell@suwanneec.net) – Ph: 386-752-8726 or 386-362-4115

Madison/Taylor/Union – [tay@suwanneec.net](mailto:tay@suwanneec.net) – Ph: 850-584-8858 or 850-869-9149

Suwannee – [clientservices@suwanneec.net](mailto:clientservices@suwanneec.net) – Ph: 386-362-4115