

# **IMPORTANT UPDATES FOR ENERGY ASSISTANCE ONLY:**

## **\*\*\*\* APPLICATION SYSTEM & PROCEDURE UPDATE\*\*\*\***

**EFFECTIVE MARCH 6, 2025**

Due to State and Federal changes we have implemented a new online application system and LIHEAP policy update for Energy Assistance.

### **Please read the following updates to apply for energy assistance:**

- New application link is provided below. The new application system will allow you to retrieve your application and upload additional documents to your application, as needed. Please provide a working cell phone number and email address to receive texts regarding your application status and document requests.
- Policy changes.
  - o Only the applicant is required to upload a valid State of Florida ID, Driver's License or Passport.
  - o All remaining household members, regardless of age, must provide proof of Citizenship; one of the following documents must be provided for each household member:
    - State of Florida ID or State of Florida Driver's License
    - Passport
    - Birth Certificate
  - o We are no longer collecting social security cards; however, you are required to enter social security numbers for all household members.
  - o Due to the new upgraded system documents required will vary each time you apply, as the system will recognize expiration dates of documents previously uploaded.

## **UPDATED DOCUMENT LIST – EFFECTIVE MARCH 6, 2025**

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

**The following documents are needed to apply and/or process your application; you will have 7 days to upload all documents for application review:**

- 1.** State of Florida Identification Card or Driver's License for Applicant. ID/DL cannot be expired.
- 2.** Proof of Citizenship for ALL household members; one of the following documents must be provided for each household member:

- a. State of Florida ID or State of Florida Driver's License
  - b. Passport
  - c. Birth Certificate
3. Proof of income for everyone eighteen (18) years or older living in the household for the past 30 days. One or more of the following **MUST** be provided for each household member over eighteen (18) years of age:
- a. Current wages paycheck stub or statement; Weekly (4), Bi-Weekly (2), Monthly (1).
  - b. Current Social Security/Veteran benefit letter (SSI, SSDI, SSA, VA) with proof of Disability if applicable.
  - c. 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.
  - d. Retirement
  - e. Self-Employment Statement
  - f. TANF/Cash Assistance
  - g. If there is no income for someone over 18, please write a statement that there has been no income in the last 30 days. Statement must be handwritten, dated and signed.
4. Current Food Stamp verification letter with awarded dollar amount.
5. Utility Bill. Must be past due at time of application.
6. Renters – Current Lease or Shelter Verification Form. HUD and Income based housing tenant must provide their Tenant Calculation form 50059.
- a. A Shelter Verification Form can be found here:

<https://srcinc.org/wp-content/uploads/2024/09/shelter-form-revised-10-1-23.pdf>

***Downloads, screenshots, & photos are acceptable methods of providing documents. Your photos must be clear and legible***

**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://srcinc.org/programs/on-line-program-forms/>

**Please click on the link below to begin your Energy Assistance  
Application:**

**<https://floridaliheap.com/>**

***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