**Dallas County Health & Human Services**

**Comprehensive Energy Assistance Program Application Information**

**You must include the following documents along with your completed forms and mail them to Dallas County Health & Human Services:**

* The mailing address is: Department of Health & Human Services, Comprehensive Energy Assistance Program (CEAP), 2377 N. Stemmons Freeway, Suite 201 – LB 16, Dallas, TX 75207-2710
* Complete the highlighted fields on Comprehensive Energy Assistance Program 2 page application
* Complete the Consumption Release Form
* Complete Intake Information Sheet
* Copy of birth certificate OR passport OR Proof of Residency for **ALL** household members. \*If you do NOT have birth certificates for all household members complete the Client Self-Certification Form and Systematic Alien Verification for Entitlements (SAVE) System and US Citizenship/US National Applicant Certification Form for WAP and CEAP.
* Copy of Social Security cards for **ALL** household members
* Copy of Driver’s License OR Picture ID for **ALL** household members 18 years & older
* Copies of electric AND gas bills (if your home has natural gas service)
* Copy of electric account disconnect notice or payment reminder letter, **IF** you have received a disconnect notice or letter
* Copy of gas account disconnect notice or payment reminder letter, **IF** you have received a disconnect notice or letter
* Copies of **ALL** household income earned within the last 30 days from date of Comprehensive Energy Assistance Program application. \*If you do **NOT** have any household income within the last 30 days complete the Declaration of Income Form.
* \*2020 Social Security Award Letter (if your household receives Social Security)