

Remote Processing Form

Today's Date:			
Appointment:	DATE:	TIME:	Pending? Yes/No
Name (Print):			
Date of Birth:			
Last 4 SS#:			
LG&E Account Number:			
Phone Number*:			

*Please provide a working phone number, as we may need to contact you while completing your application

During this Spring Subsidy Phase, YOU MUST HAVE AN APPOINTMENT. To schedule a "Drop Off" appointment, please call the LIHEAP Appointment Line at 502-991-8391 or visit louisvilleky.cascheduler.com.

We are not accepting mailed documents during this phase of the program.

DOCUMENTATION REQUIREMENTS

Please provide copies of the following:

- ◆ **Picture ID**
- ◆ **Proof of ALL HOUSEHOLD INCOME for PREVIOUS MONTH**
(Ex. Food Stamp award letter, Social Security Award letter, pay stubs advice/pay dates, etc. or other proof of \$0 income). Note: Zero Income forms are available at the LIHEAP "Drop Box" Locations or online at www.louisvilleky.gov (search for LIHEAP)
- ◆ **Proof of Social Security Card(s) each member of the household** (or official documentation with full Social Security Numbers—i.e. W-2, 1099, SSA Award Letter, HUD paper) or **Permanent Residence card** (Green Card).
- ◆ **Most current heating bill**, or **statement from your landlord if heating expenses are included in your rent**, statement from utility company if you participate in Pre-Pay Electric Program. The account number and name on the account for all heating fuel sources and electric.

Please complete this form and the Family Profile form. Include both forms -with copies of your required documents- in an envelope labeled "LIHEAP", then drop it in the drop box.

For more information, call Metro311 at 311 or 574-5000.