

Notification to Food and Nutrition Services Households That Must Come into the
Agency to Apply for the Low Income Energy Assistance Program (LIEAP)

Food and Nutrition Services Case # _____

Date Mailed:

Dear Food and Nutrition Services Recipient:

Your household was not pre-approved for the Low Income Energy Assistance Program (LIEAP). You must contact your local Department of Social Services to find out where to apply for LIEAP assistance. Applications will be taken from November X through November XX, XXXX.

If you have it, please bring the following information for everyone in your household: (These items are not required for you to apply for LIEAP).

1. A copy of this letter
2. Proof of all income for October, such as pay stubs, Social Security letters, Veterans benefits, etc;
3. Proof of cash-on-hand, savings and checking, or money market accounts,
4. Proof of assets such as mutual funds, stocks, and bonds, and
5. Social Security numbers and dates of birth for everyone in your household.

If you send someone to apply for you, please ask them to bring everything listed above for everyone in your household.

If you have questions, please call us at (XXX) XXX-XXXX.