

NJ SHARES

Required Documentation Checklist

NJ SHARES must receive these necessary documents within three business days of the application date.

1. **___ Most Recent Energy Provider Bill:** This information is verified with the designated Energy provider. The provider must be a New Jersey regulated company.
 - **In cases where Applicants are Not the Customer of Record**
 - All client information should belong to the applicant/customer of record. Additional names appearing on the utility bill will require further documentation.
 - **Marriage Certificate:** A marriage certificate is needed for clients applying as married with a different last name.
 - **Authorized Letter/Power of Attorney:** A signed statement or Power of Attorney letter is required for those applying for an elderly or disabled client. The authorized representative or Power of Attorney has permission to provide the applicant's personal information and sign for the applicant.
2. **___ Personal ID for the Applicant:** Social Security card, driver's license, county welfare agency ID, or valid passport. The ID must belong to the person whose name and signature is on the application. If the driver's license address does not match the service address, additional proof of residence is required. Example: additional current utility/phone bill, credit card statement, current tax bill, etc.
3. **___ ID's for all Household Members:** Social Security card, driver's license or county welfare agency ID, or valid passport. If the driver's license address does not match the service address, additional proof of residence is required. Example: additional current utility/phone bill, credit card statement, current tax bill, etc.
4. **___ Proof of Income:** NJ SHARES requires proof of the last four consecutive weeks' of income from the date of the application for all contributing household members. This includes: paystubs, Basic 1 SEG Inquiry printout (Page 13, Exhibit A) **AND** the Department of Labor LOOPS printout (Page 14, Exhibits B&C), Social Security statement or award letter for the current year, rental income, pension statement, alimony, child support, self-employed self-certifying letter, current bank statements showing identified direct deposits with name and address, etc. *In cases where only the applicant is receiving unemployment, the current Department of Labor LOOPS printout will be accepted.* If there are weeks entered with zero income, an explanation is required. Zero Income Affirmation **is** to be completed, signed and dated by the applicant when there are adult household members without income. **Please note that applications submitted without proof of income for the four consecutive weeks' prior to application will be rejected.**
 - To access unemployment information including filing a claim, checking the status of a claim, updating information or to obtain your current information including your LOOPS statement, follow this link:
<https://njsuccess.dol.state.nj.us/njsuccess/html/fileAClaimHome.htm>
 - **If paystubs cannot be produced:** A letter stating the applicant's total gross monthly income signed and dated by the employer must be submitted. All employment letters will be verified.

- If the client is self-employed: NJ SHARES will accept a signed and dated letter confirming the exact dollar amount of the total gross monthly income for 30 consecutive days prior to the application.
 - Rental Income: If the client is a landlord, the current lease and a recent rental receipt must be provided as back-up documents.
 - To confirm Social Security Income, Workers' Compensation or Pension: Current bank statements showing identified direct deposits with recipient's name and address should be furnished.
 - Alimony and /or Child Support: Proof of Alimony and/or Child Support and payment frequency must be supplied.
5. **___ Good Faith Payment**: Applicants must have made at least a \$100 payment on their account within the last 90 days of applying. If a good faith payment has not been made within the previous 90 days of the application, the applicant must make the payment first.
6. **___ Zero Income Affirmation**: Must be completed, signed and dated by the applicant when there are adult household members without income.
7. **___ Completed Signed and Dated Application**: The client's signature and date must be on the application. A spouse can apply for assistance provided they reside in the home. A spouse cannot sign for the applicant. See section: **'In Cases Where Applicants are Not the Customer of Record'** mentioned above under number 1.