



Instructions for Safe at Home

Participants Completing an EAP Application

Application Section:	What the EAP application instructions ask for:	What the Safe at Home participant should do:
Part 1. Personal Information		
Social Security Number	Provide your Social Security Number	You should <u>not</u> provide your Social Security Number. The EAP Service Provider will make up a number to complete this section.
Name	Fill in your Name	Fill in your actual name on the application.
Home Address	Fill in your Home Address	Under Home Address list your SAH Lot Number. Do <u>not</u> fill in your actual home address.
Mailing Address	Fill in your Mailing Address	Use only the SAH, Lot #, P.O. Box 17370, St. Paul MN 55117-0370 address on the application. Do <u>not</u> fill in your actual home address.
Part 2. Household Information		
Social Security Number	Part 2 of the application asks you to list Household Members and their Social Security Numbers.	You should <u>not</u> provide any Social Security Numbers.
Proof of Income	Send Copies of Proof of Gross Income for the Past 3 Complete Months for all household members (or tax forms for the self-employed).	Remove or black out your workplace address, Social Security Number and actual home address from any copies of proof of income you send to meet this requirement.
Part 4. Heat Sources		
Copy of heating bill, electric bill or fuel receipt	Send the most recent copies of your heating and electric bills or fuel receipt with this application.	Remove or black out your actual home address from any copies of your heating or electric bills you send to meet this requirement.