

Required Verification of Income and Expense (VIE) Info & Reasonable Processing

For FFY25

This tool is intended as a guide for acceptable means of obtaining VIE information other than contacting the household. Questions specifically asked include:

- What is required information on the VIE and must be requested from the household if missing?
- What information can come from other sources if not on the VIE?
- What information can be left blank?

The principles behind this reasonable guidance are the VIE is the household's declaration that their information is factual and accurate.

The tool has three types of text:

- **Yellow highlighted text box** indicates required information that must be secured from the HH.
- **Red text box** indicates required information that can be obtained through reasonable methods, including prior years' eHEAT data or data from other sources such as phone, email, application, etc.
- Non-highlighted or boxed text: indicates information that is not required to process the VIE.

Additionally:

- When exercising reasonable methods of obtaining information (as indicated in red text boxes), it is essential to document the actions taken in the eHEAT Application Notes field.
- When obtaining information verbally from the household it is essential to document the interaction or changes on the VIE with staff initials or eHEAT Application Notes field.

Verification of Income & Expenses

Applicant Name: _____ Household Number: _____
 Address: _____ Phone number: _____
 Your application for Energy Assistance did not show enough income to pay your monthly bills. Please complete this form to tell us how your living expenses were paid for the month of: _____

IMPORTANT: Your application may be denied if you do not complete this form.

List your monthly bills: ←

Bill	Monthly amount	Bill
Rent/Mortgage		Car Payment/Insurance
Food		Gas
Heat		Cable/Internet
Electric		Personal Items
Phone/Cell		Other Expenses

Not required. Use information provided to help identify potential referrals and resources not being utilized. (e.g., SNAP, Phone Programs, etc.)

How have you paid your monthly bills? If you have not, please explain. ←

This info is required. Information may be obtained through reasonable methods such as phone, email or application information.

If someone helped pay your bills in the month listed above, list their name below:

Name: _____ Gift. Total: \$ _____
 Name: _____ Loan. Total: \$ _____

Do you live with a friend or relative? Yes No ←

If Yes, list name and phone number: _____

During the month listed above, did anyone living in your home ←

Check all that apply and **send proof with this form:**

- Full-time job Part-time job Self-employed Workers Compensation Unemployment Social Security/SSI Annuity Payments Pension Tribal Payments Rental Income County/Government Program
- Working for cash (regular income) Other _____

Check all that apply: (no proof required)

- Emergency or Housing Assistance Child Support Earned Income Credit Savings Home Equity Loan
- Other Loans Credit Card Insurance Benefits

For household members not currently working: ←

Name _____ Last date worked: _____
 Name _____ Last date worked: _____

Payments made by others to provide support for your...
 By signing this form, I affirm that I believe these facts are true and correct to verify this information. I may be held civilly or criminally liable for fraudulent statements.

The VIE must be signed by one of the EAP app's named members (see Ch 2 Signature Requirements section).

If VIE is signed, but missing the date, use the date received or postmarked date, whichever is earlier, as the signature date.

Applicant's Signature: _____ Date: _____