



Town of Portland, Connecticut ❖ Office of the First Selectwoman

33 East Main Street (P.O. Box 71), Portland CT 06480-0071

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## “Portland Cares” Fuel Assistance Program

**“Portland Cares” Fuel Assistance Program is available:**

- **to Portland residents only**
- **on a limited basis of once per client per 12 month period; maximum two assists**
- **maximum delivery of 100 gallons home heating oil**
- **pending program availability**

### Client In-Take Instructions

All clients must complete an in-take form with the First Selectman’s Office. In order for your request for assistance to be accepted and processed, submit the following documents:

- Current Photo Identification (passport, valid Driver’s License, official ID card)
- Current Utility Bill (regardless if you heat with gas or electricity).
- Current Rent or Mortgage Statement. Rent statement must document monthly rental fee, renter's responsibility with utilities, duration of agreement
- Proof of Current Gross Income for all household members:
  - **Employed:** four (4) current consecutive weekly paystubs; two (2) consecutive bi-weekly; or one (1) monthly paystub OR, a statement from your employer on company letterhead signed by either the employer or the payroll department, stating your gross wages for the last four (4) weeks. (Paystubs will only be accepted if they list your name and/or Social Security number.)
  - **Unemployed:** the printout of Unemployment Compensation Benefits from the Department of Labor (DOL) or from the DOL website at: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)
  - **Self-Employed:** federal income tax income and complete the Self Employment worksheet; worksheet must be notarized.
- Report of Confidential Social Security Benefits, Form SSA-2458, available at the local Social Security office, OR your most recent Social Security Award Notice, Form SSA-4926-SM
- V.A. Award Letter for Veteran’s Benefits
- Other Monthly Benefits:
  - Alimony
  - Child Support
  - Pension
  - Rental Income
  - SNAP
  - Subsidized Housing
  - Workman’s Compensation or Disability Insurance (short term or long term) statement of benefits and time period covered.
- First page of most recent income tax filing
- Current Bank Statements

***Completion of an in-take form does not guaranteed assistance.***

The Town of Portland is an Equal Opportunity Provider and Employer