TRI-CAP
Improving Lives Since 1966

EAP Application Checklist 2026 - 2027

~ Proof of Income for **Everyone** 18yrs old/older (*****Proof of Income Needed Listed Below)

- ***** Paystub copies for the **Most Recent 1 Full Month** (**MUST** show Employee Name **&** Gross YTD)
- ***** Social Security/SSI Income Awards Letter copy for **Current Year** (**ALL** Pages) **OR**
- ***** **Recent** Bank Statement copy for **Social Security/SSI Direct Deposit**
- ***** Pension/Retirement/VA Benefit Letter Showing Monthly Gross Amount Receiving (If Receiving)
- ***** Undocumented Income Verification **Completely Filled Out** & **Signed** (**NO Income** at Any Time **OR** in College)
- ***** If Self-Employed, need ALL pages of Most Recent tax returns filed

~ Proof of Disability (For anyone **under** the age of **60yrs old** - SS/SSI Award Letter **or** Drs Statement)

~ Proof of Military Status (Active or Veteran)

~ Copy of High School Class Schedule for anyone 18yrs old **AND** in High School

~ Copy of College Class Schedule for anyone in College (Current Semester showing Name **&** Credit Hours)

~ Copy of Most Recent Utility bills (Propane, Gas, &/or Electric - Full bill copy)

~ Tenant Verification Statement (**Completely** Filled Out **AND** Signed by Landlord/Property Manager)

~ Completely Filled Out & Signed Direct Benefit Payment Form (Utilities Included in Rent **OR** Heat w/Wood)

~ Client Characteristic Form (**Completely Filled Out**, front & back, **& Signed**)

~ Application **Completely Filled Out - Signed** by the Applicant/Head of Household

*** NEW State Guideline ***

******* Applications will be ***DENIED*** if the Application is NOT Completely Filled Out, if required paperwork is incomplete, **OR** paperwork/information is NOT received with your application *******

*** Please submit ALL copies needed with your application. We do NOT make copies. Do NOT submit your original paperwork. Originals will not be returned. ***

***** If you receive a disconnect notice from your utility provider(s), you will need to contact them to set up payment arrangements, & dial 2-1-1 for places that may be able to help with your bill(s) until your application can be processed. It may take up to **6 weeks** before your application is processed. Please **CONTINUE to PAY YOUR BILL**. *****

You may mail or drop off your application, & ALL paperwork, to TRI-CAP at the address below for the county you reside in.

DUBOIS	**PIKE**	**WARRICK**
607 3rd Ave., PO Box 729	809 E Illinois St	499 W ST RT 62
Jasper, IN 47547-0729	Petersburg, IN 47567	Boonville, IN 47601
812-482-2233	812-354-8721	812-897-0364