

## Do You Qualify for Recertification?

Households with fixed income may recertify for EAP without providing documentation that is usually necessary for the application. To qualify for recertification, you must be able to answer *yes* to all three of these questions:

- **Did you send in a full EAP application (all documents) and receive an EAP benefit within the past two years?**  
*For example, you would be eligible for recertification for the 2020-2021 program year if you sent in a full application and received a benefit for the 2019-2020 program year or 2018-2019 program year.*
- **Are the members in your household the same?**  
*You would be eligible for recertification if the members of your household are the same as the last time you sent in an application and were approved for EAP.*
- **Is your only source of income Social Security, Veteran's Benefits, Supplemental Security Income (SSI) or Retirement Pension/Annuity?**  
*If you are on a fixed income and have only Social Security, Veterans Benefits, SSI or retirement income, and you have had only small or cost-of-living changes in your income since the last time you sent in an application and were approved for EAP, then you will qualify for recertification. No one in your household may be working. If there is a household member who has income from a job, self-employment, some other income source, or zero income, you will need to send in a complete application with all supporting documents.*

If you can answer yes to all three (3) questions, you qualify for recertification for up to two (2) years. You must resubmit all your documents every third year. To recertify:

- Complete the EAP application, sign the application and return it to us. Be sure the application is signed and dated.
- Include current utility bills. This is to ensure that your benefit will be applied to the correct account.

As usual, you will receive confirmation of your approval or denial through the mail for this process.