



Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071 ▪ Phone: (860) 342-6715

www.portlandct.org ▪ Fax: (860) 342-6714

Equal Opportunity Employer

Office of the First Selectwoman

“Portland Cares” Fuel Assistance Program is available:

- to 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

All applicants must complete an intake form with the First Selectman’s Office. Completion of an intake form does not guaranteed assistance. In order for your application to be accepted and processed submit the following documents:

- Current Photo Identification (passport, valid Driver’s License, official ID card)
- Current utility bill 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
 - **Self-Employed:** federal income tax income and complete the Self Employment worksheet; worksheet must be notarized.
 - Workman’s Compensation or Disability Insurance (short term or long term) statement showing benefits and period covered.
- Report of Confidential Social Security Benefits, Form 2458, available at the local Social Security office, OR your most recent Social Security Award Notice, Form SSA-4926SM
- V.A. Award Letter for Veteran’s Benefits
- Other Monthly Benefits:
 - Alimony, Child Support, Pension, Rental Income, SNAP, Subsidized Housing
- Current Bank Statement