



Utility Assistance Program Intake Checklist



Dear Applicant,

Thank you for your interest in the Utility Assistance Program with the City of Corpus Christi Neighborhood Services Department. Enclosed you will find an intake application for utility assistance and instructions to help you complete your application. **This application is ONLY for residential electricity service accounts!**

Please note that a signed, completed intake application and all required documents must be submitted in order for your application to be processed in a timely manner. Failure to submit the required documentation listed below will result in delayed processing or denial of your application. For questions, call 311.



Please **MAKE COPIES** of all supporting documents,
DO NOT turn in originals



Utility Assistance Intake Application Documentation Check List

Intake Applications can be submitted by:

Postal MAIL, or Drop Off to

Neighborhood Services Department

2nd Floor City Hall

1201 Leopard St.

Corpus Christi, TX 78401

Or email to:

utilityassistanceprogram@cctexas.com

<input type="checkbox"/>	Utility Assistance Intake Application -Application requires Head of Household signature and Co-Head (if applicable).
<input type="checkbox"/>	Income - Must submit proof of current income for the past 30 days for all household members eighteen (18) years of age and older.
<input type="checkbox"/>	Award Letters - current year (Social Security, Supplemental Security Income, Disability, Unemployment) or bank statement for most current (6) months of checking and most current (1) month of savings.
<input type="checkbox"/>	Current electricity utility bill(s): Most recent utility bill
<input type="checkbox"/>	Photo ID(s) for Account holder (Texas ID/Driver's License)
<input type="checkbox"/>	Social Security number of Account holder- Last 4 digits only