



Beginning October 1, 2024, the New Jersey Department of Community Affairs has issued a new online operating system.

Please submit your application to one of our HEA offices with ALL required documentation. Be advised, that per the State, if you have not completed your application by turning in all required documents within 60 days, your application will be deactivated. Meaning if you still wish to apply, you will need to start the application process again, with all new documentation.

Once HEA inputs your information into the new system you will be issued an application number (UAP#), which tracks the status of your application, we will give you the number by phone/mail/email; and it will start your 60-day time frame.

Your application must have the best contact number, mailing address, and email address to reach you. Keep an eye out for any call/mail/email informing you of missing documents that will need to be submitted before the 60 days has passed.

****Per the State, benefits will be issued on a first-come-first-serve basis for fully completed applications only.****

Ocean County Locations

Toms River

1256 Indian Head Rd.
Suite 32
Toms River, NJ 08755
732-244-9041
Hours: 8:30am-12:00pm & 2:00pm-4:00pm
Mon., Tues., Thurs., Fri.

Lakewood

144 John St
Lakewood, NJ 08701
848-290-1580
Hours: 8:30am-12:00pm & 2:00pm-4:00pm
Mon., Wed., Fri.

Mailing address:

PO Box 1029
Toms River, NJ 08755

Email: oceanhea@oceaninc.org **Fax:** 732-592-2229

Atlantic County Locations

Galloway

76 W Jimmie Leeds Rd
Suite 103
Galloway, NJ 08205
609-677-6801
Hours: 8:30am-12:00pm & 2:00pm-4:00pm
Mon., Wed., Fri.

Atlantic City

200 N Texas Ave
Atlantic City, NJ 08401
609-345-1359
Hours: 8:00am-12:00pm & 2:00pm-3:30pm
Tues., Thurs., Fri.

Mailing Address:

200 N Texas Ave
Atlantic City, NJ 08401

Email: atlantichea@oceaninc.org **Fax:** 609-345-1365

Applications need to be submitted to a location in the County you live in.

Home Energy Assistance/Universal Service Fund

Required Documents

Please provide the following documents with your application:

1. Copy of your current heating bill (natural gas, propane, oil, kerosene), and your current electric bill.
2. Proof of income for everyone 18yrs and older in the home. The income should cover 4 consecutive weeks, and from within 30 days of when you submit the application.
 - a. If weekly; 4 paystubs
 - b. If biweekly; 2 paystubs
 - c. Social Security benefits (Social security/SSI/SSD; for children as well)
 - d. Veterans Benefits
 - e. Temporary Disability, Pensions, Workmans Comp
 - f. TANF/General Assistance (GA)
 - g. Child Support (showing you name, case number, and current disbursements)
 - h. If you are self-employed/business owner, please provide full signed tax return

All are considered income and require documentation. If you, or a family member do not have income, and zero-income form will be needed

3. If the income does not cover the expenses of your home, a household expense form needs to be completed. Supporting documentation will be needed.
4. If you are the home owner, provide the current mortgage statement or property tax bill.
5. If you rent, provide your full current signed lease. If you do not have a lease, the landlord will need to complete a tenant lease verification form.
 - a. If you receive help with your rent, provide the current verification (Section 8, HUD, CODI, etc.)
6. Social Security cards for the household. If someone in the home does not have a social security number, provide a valid passport or ID.
7. *Optional* Doctors Cooling Note. The original cooling note is needed; signed, dated, and stamped by the doctor's office.

Please be sure to sign your application. An unsigned application will not be accepted.

****During processing of the application, additional documents may be required****