

HEAR Program Eligibility Checklist

To apply for rebates through the New Mexico HEAR Program, applicants must provide documentation that verifies both homeownership and household income at or below 80% of the Area Median Income.

1. Identification

Applicants are required to provide one valid form of identification from the list below.

- o An unexpired New Mexico or U.S. Photo Driver's License
- o An unexpired U.S. Passport (ID page only) or Passport Card
- o An unexpired Government-issued ID card
 - Types of government-issued ID cards: State of New Mexico ID card, Consular ID, U.S. Military ID, Tribal ID, Permanent Resident Card

2. Proof of Residency

If applicants' identification does not include the current address associated with the application, applicants must provide valid proof of residency documentation issued within the last 60 days. No handwritten documents will be accepted. The same document cannot be used twice for verification. Acceptable documents include the following:

- o Bank statement
- o Pay stub
- o Mortgage statement
- o Utility bill – gas, electricity, water
- o Doctor or hospital bill

Note: The document must clearly show: Applicant's name, Residential address, Date document was issued (must be within the last 60 days).

3. Proof of Ownership

Applicants must provide one of the following documents that shows their name and property address. No handwritten documents will be accepted.

- o Deed or County Ownership Record
- o Escrow analysis statement
- o Mortgage promissory note
- o Mortgage closing disclosure form
- o Property insurance documentation
- o Property tax statement
- o Manufactured home certificate or title

Note: Applicants will also be asked to provide square footage of the home and the year home was built.

4. Income Documentation

Applicants must verify income eligibility through one of the following two ways: Categorical Eligibility or Income Eligibility. Review the options below and select the one that best fits your situation. **Before you submit your income information, please verify that everything is current and valid. Submitting expired or invalid information may delay approval.**

Option A: Categorically Eligible Programs

Applicants who participate in at least one of the approved categorical programs may submit an eligibility determination letter dated within the last 12 months to demonstrate their eligibility for rebates. Applicants may also qualify if a household member participates in one of these programs. In that case, the recipient must live at the same address as the applicant and provide proof of residency. The eligibility determination letter must clearly include the following information:

- o Recipient's first and last name
- o Recipient's address
- o Program name
- o Date of enrollment and/or enrollment expiration date

| Approved Programs | Acceptable Documentation |
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| Food Distribution Program on Indian Reservations (FDPIR) | Approved FDPIR Certification / Eligibility record, Recertification notice |
| Head Start | Head Start Enrollment or Acceptance Letter, Head Start Eligibility Determination Record |
| Housing Improvement Program (HIP) | HIP Approval Letter (Official BIA or Tribal Notices), HIP Certification Form |
| Housing Opportunities for Persons with AIDS (HOPWA) | HOPWA Lease Addendum (for TBRA or STRMU assistance), Rental assistance agreements, hotel/motel vouchers, utility assistance records, Tenant-based rental assistance (TBRA contracts), HMIS enrollment entry or service record |
| Low Income Home Energy Assistance Program (LIHEAP) | Approval Letter, Eligibility determination form, Benefit award notice, utility bill showing LIPHEAP credit (must be within 60 days) |
| Medicaid – Medical Assistance Division of the New Mexico Health Care Authority | Medicaid Eligibility Approval Notice, New Mexico Medicaid ID Card or Managed Care Organization (MCO) card*, MCO Enrollment Letter, Eligibility Verification Printout (from YES-NM or Provider Portal) |
| Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) | WIC Certification, Eligibility Determination Record, Active eWIC Card |
| Supplemental Nutrition Assistance Program (SNAP) | SNAP Approval / Eligibility Determination Notice, Recertification Approval Letter, Notice of Continued Eligibility |
| Supplemental Security Income (SSI)** | Social Security Benefit Verification Letter ((Award Letter / Proof of Income Letter) specifically for SSI), SSI Award Notice |
| Weatherization Assistance Program (WAP) | WAP Approval or Eligibility Determination Letter, WAP Completion Certificate or Final Inspection Report |

***Medicaid ID card or MCO card must have an issuance date/enrollment effective date within 12 months of applying for the HEAR Program.**

****Social Security Income or Social Security retirement, or Social Security Disability Insurance (SSDI) are NOT eligible under Supplemental Security Income (SSI).**

Option B: Income Eligibility

If an applicant is not enrolled in a program listed above, then the applicant **must provide their most recent filed U.S. Individual Income Tax Return Form 1040 (must include all pages and form 8879) or most recent tax transcript (IRS Tax Return Transcript) for each adult household member receiving income.** Hand-written 1040 will not be accepted. Applicants may also provide their New Mexico Personal Income Tax Statement PIT-1 (must include all pages and form PIT-8453) if they do not have a 1040. Hand written PIT will not be accepted. Eligibility is determined by the total household income of all adults residing in the home.

5. Next Steps

You will receive an email notification once your application has been reviewed and a determination has been made. Eligibility is evaluated on an ongoing basis, and most approvals are issued within 5–10 business days. After approval, and depending on the rebate type, you may be asked to submit photos before receiving authorization to move forward with your project. Please monitor your email for updates.

All rebates and benefits are subject to change without notice.