



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

Department of Human Services

*Division of Family Assistance*

**CHECKLIST FOR ECAP- ENERGY CRISIS ASSISTANCE PROGRAM  
(ELECTRIC & GAS)**

To be considered eligible for ECAP, the following documents are required for **each member in the household:**

- US Birth Certificate / Naturalization Certificate / Passport / Voter's Registration Card
- Social Security Card
- Social Security Benefit Letter (current year)
- Pension or Retirement quarterly or yearly statement
- Last 2 Retirement stubs (VI Government Retiree)
- Last 2 check stubs if paid bi-weekly
- Last 4 check stubs if paid weekly
- Child support income
- Financial assistance income
- Lease/Rental contract (if renting)
- Friend & Neighbor Form (if you own)
- Landlord Form
- Current Unpaid Electric Bill
- Current Gas receipt

**Criteria for ECAP (Energy Crisis Assistance Program):**

- Applicant must be a US Citizen/ Resident of the Virgin Islands
- Applicant must be 60 years or older or have a senior residing in the household or 18 years & older with a disability
- Disabled individual must be receiving benefits through Social Security/Veterans Affairs or Welfare [CASH programs or Aid to the Aged, Blind or Disabled (AABD) grant] through the Department of Human Services
- Program will not be responsible for late notices and past due bills.

**Income Qualifications:**

- Household of 1 - (<\$25,000 before taxes)
- Household or 2 or more – (<\$40,000 before taxes)

*Eligibility will be determined based on Household Income.*

Dept. of Human Services-  
Certification Office  
4102 Mars Hill, Frederiksted, STX 00840  
Phone No. (340)-772-7100  
Fax: (340)-772-9591

Dept. of Human Services-  
Certification Office  
1303 Hospital Ground, Ste.1, STT 00802  
Phone No. (340)-774-0930 & (340)-774-2399  
Fax: (340)-777-5449

Dept. of Human Services-  
Certification Office  
Multi-Purpose Building  
Cruz Bay, STJ  
Phone No. (340)-776-6334  
Or (340)-776-6335  
Fax: (340)-777-5449  
Email: [certoffice.stt@dhs.vi.gov](mailto:certoffice.stt@dhs.vi.gov)

Email: [certoffice.stx@dhs.vi.gov](mailto:certoffice.stx@dhs.vi.gov)

Email: [certoffice.stt@dhs.vi.gov](mailto:certoffice.stt@dhs.vi.gov)