The Affordable Connectivity Program
Getting Ready to Apply

In the previous lesson, we reviewed the Affordable Connectivity Program guidelines. In this lesson, we will explore the most commonly used documents needed when applying for the program.
During the ACP application process, you will need to provide documents. Some documents will show proof that you are in a program that makes you eligible for the ACP. Some documents will be required to verify your identity or document where you live. You will also need to answer questions about the person in the household who is eligible for the program.
Regardless of how you are eligible for the program, if you are filling out the application, you will need to include information about yourself, and if you are applying because your dependent is a Benefit Qualifying Person, you may need to provide information about them as well. Please make sure all of your documents are current. You cannot use expired documentation when you apply.

Let’s look at some of the documents you may need to include. Please note that you can also access this information in the Additional Resources section at the bottom of this lesson using the link Types of Documents Accepted for the Affordable Connectivity Program.
You may need to provide proof of the Date of Birth of the person who is eligible for the benefit. This includes an official, unexpired document that includes the first and last name and date of birth. Examples of documents you can use include:

- A Government, military, state, or Tribal ID;
- A Driver’s license;
- A Birth Certificate;
- A Certificate of U.S. Citizenship or Naturalization;
- A Permanent Resident Card or Green Card;
- or a Government assistance program document.
You may need to provide copies of official documents to prove your identity. This includes providing one or more documents that confirm your first and last name, your date of birth, and the last 4 digits of your social security number or your full Tribal ID. When providing this information, please redact or mark out all but the last four digits of your SSN.
Documents you can use include:

- A Government, military, state, or Tribal ID or Driver’s license;
- A Government assistance program document;
- A Birth Certificate;
- A Social Security Card;
- or a prior year’s tax return or W-2.
You may also need to provide copies of official documents to prove you are a living person. To do this, provide one document that confirms your first and last name and shows life activity within the last 3 months.
Documents you can use include:

- a government assistance program document,
- a current utility bill,
- a current income statement such as a paystub,
- a current mortgage or lease statement,
- a current retirement/pension statement of benefits,
- or a current unemployment statement of benefits.
You may also need to provide proof of a valid address. This can include:

- an official document that shows your name and address, such as a Driver’s license;
- a valid government, state, or Tribal ID;
- a utility bill from within the last 30 days, excluding wireless phone bills
- a W-2 or tax return,
- or a mortgage statement or lease.
Proof can also include a map that shows your physical address or location, including latitude and longitude coordinates. Coordinates are required if you live on Tribal lands.

You can only receive one benefit per household. If someone else at your address receives the ACP benefit, you may be asked to complete the ACP Household Worksheet to confirm that your household is not receiving more than one benefit. You can access the worksheet on the ACP website. The link to the worksheet can also be found in the Additional Resources section below this lesson.
If you apply online, you will also need to have an email address. If you do not have an email address and need help setting one up, we suggest taking the Digital Learn or Connected Learning course “Intro to Email.”

You will need to provide a letter or official document to prove that you or your dependent, the Benefit Qualifying Person, participate in one of the qualifying programs, OR to prove that you qualify based on your household income.
Activity 1 of this course covers all the programs which make you eligible for ACP. No matter which program you want to use to apply, your documents must include:

- your name, or your dependent's name;
- the name of the qualifying program;
- the name of the government or Tribal agency that issued the document;
- and an issued date within the last 12 months or a future expiration date.
If you qualify because your household income is at or below 200% of the Federal Poverty Guidelines, you will need to provide documentation that includes the following information:

- Your name, or your dependent’s name;
- your current income information, either monthly or annual income;
- if providing paystubs, they need to be 3 consecutive months of pay stubs;
- and an issued date within the last 12 months or prior year tax document.

Examples of documents include the prior year’s state, federal, or Tribal tax return or a Social Security Benefit Statement.
For a full list of the Types of Documents Accepted for the Affordable Connectivity Program, you can access this webpage. A link to this guide can be found in the Additional Resources section.

Let's explore what documents the families introduced in lesson 1 will need when they apply for the ACP.
The Suarez Family is eligible to apply for the ACP because they receive SNAP benefits. When they apply for the ACP they will need to provide an Approval or Benefit Letter for SNAP.
The Melaku Family has a son, Damien, who is a college student who received a Federal Pell Grant in the current award year. To prove he has a Federal Pell Grant, they are providing a letter from Damien’s university that he has received a Federal Pell Grant for the current award year. They have verified that the letter includes:

- Damien’s first and last name;
- the name of the qualifying program, which in this case is the Federal Pell Grant;
- the name of the School;
- and the current award year.
The Benally Family lives on qualifying Tribal lands and participates in the Bureau of Indian Affairs General Assistance program. As part of their application, they will need to provide documents that include their full name, and an approval or benefit letter from the Bureau of Indian Affairs with an issued date within the last 12 months or a future expiration date. They must also include proof they live on qualifying Tribal lands. To do this they provide their Tribal ID that shows their name and address.
The Olsen Family has two children, Riley and Ethan, who receive the Free and Reduced-Price School Lunch Program. The Olsen family will be required to provide a letter, official document or screenshot as proof that confirms a member of the household receives the free and reduced-price school lunch program. They will need to make sure that the document includes the following information:

- The first and last name of the recipients, in this case, Riley and Ethan Olsen.
- The name of the qualifying program, in this case, the Free and Reduced-Price School Lunch Program.
- The name of the School or School district the students attend.
- And it must be dated for the current school year or the school year immediately preceding the application.
Mr. Williams is eligible because he receives a Veterans Pension. He will be required to provide a letter or official document as proof. The document must include the following information:

- his name,
- the name of the qualifying program, which in this example is a Veterans Pension,
- and the name of the government that issued the document. The issued date must be within the last 12 months or a future expiration date.
In addition to the document shared earlier in this lesson, the ACP website has a full list of the Types of Documents Accepted for the Affordable Connectivity Program. To learn more about the information needed, click on the link Show you Qualify in the Additional Resources below this lesson.

In this lesson, we reviewed the documents you may need when you apply for the Affordable Connectivity Program. In the next lesson, we’ll follow along with our families as they apply for the ACP program.