



## **GAS CARD RECIPIENTS**

1. You must fill out an Application Form and Gas Card information form.
2. We must have a copy of your current ID
3. Please allow a minimum of 48 hours to process and approve.
4. When asking for additional help, we **MUST have a letter from your doctor, ON THEIR LETTERHEAD**, stating your appointment date and time.
5. The Administrative Assistant will provide you with the forms: Monday – Thursday from 9:00 am to 12:00 noon.
6. As with your initial application, we need a minimum of 48 hours.