Water4All Application Worksheet: Checklist and Workflow

Use this worksheet to track your progress as you apply for Baltimore City's Water4All Program. The Water4All application can be completed online or through a physical copy. To learn about official guidelines, please visit this link.

-----Step 1: Check Eligibility

Use the Water4All application site to assess your eligibility by entering your annual income, household size, and zip code.

Eligibility Item	**Status**	**Notes**
Baltimore City resident		Enter Baltimore City zip code in Water4All eligibility checker.
Household income below 200% of the federal poverty line		Use annual income and household size.
Documentation showing you pay for water services		Water bill, lease, bank statement, or other document showing water/sewer payment.
Eligibility check completed online		If unsure or ineligible, verify information or call 410-396-5555.

-----Step 2: Gather required documents/information

Gather all documents before starting the full application.

Document/Item	**Status**	**Notes**
Most recent water bill OR documentation showing water/sewer payment		Documentation should show how much you pay for water and sewer services.
Photo ID for each household member age 18+		Examples: driver's license, passport, state-issued ID.

Proof of income for the past 30 days for each household member age 18+		Examples: pay stubs, Social Security award letter, Temporary Cash Assistance documentation.
Declaration of Zero Income form, if applicable		Needed if a household member age 18+ has no income.

-----Step 3: Complete and Submit Application Online

Fill out the Water4All application and write down your Water4All Registration ID (WFAID). If you prefer a paper application, call 410-396-5555 to request one.

Action	**Status**	**Details**
Start Water4All application		Use online application site or request paper application by calling 410-396-5555.
Complete application		Enter household, income, water-service, and contact information carefully.
Record Water4All Registration ID (WFAID)		Keep this number so you can check your application status.
Submit application		If approved, you may receive credits or a subsidy check depending on whether you are the billing account holder.

-----Step 4: Follow Up on Application Status

If you have not received communication about your application after about 4 weeks, call 410-396-5555 to ask about the progress of your application.

Action	**Status**	**Notes**
Check application status online		Re-enter your WFAID to check status.

Call to inquire about progress		If no communication after about 4 weeks, call 410-396-5555.
Submit any requested documents		If Water4All asks for more information, send it as soon as possible.

-----Step 5: Reapply Before Eligibility Expires

Water4All eligibility lasts 1 year, and households can receive benefits once per year.

Action	**Status**	**Notes**
Record approval date		Water4All eligibility lasts 1 year.
Set reminder to reapply		Households can receive benefits once per year. Reapply before eligibility expires.