FINANCIAL ASSISTANCE CHECKLIST

Incomplete applications will not be submitted & may prolong the time for your application to be reviewed.

- Financial Plan (to be completed with case manager)

- Release of Information (Current/Signed)

- Current **Photo ID**

- **Proof of medical status**
  - Medical verification form
  - Letter from provider's office on their letterhead
  - Visit summary from EMR or labs showing detectable (above 200) viral load

- **Income statement** (Within 30 days of request) For household members over 18.
  - Social Security Award Letter
  - Pay stub|Unemployment statement| Workmen's compensation
  - Short-term disability with FMLA documents
  - Current tax return if self-employed or contractor
  - Child support/alimony/spousal support payments

- **Demonstration of Need & Plan to meet expense in the future**
  - Explanation & documentation of the situation that led to your inability to pay. You may be asked for additional documentation to verify what happened).
  - Applicants must be able to show that they can maintain their expense after being assisted.

- **W9** (from landlord or property owner)

- **12-Month Lease\Mortgage\Utility statement or bill** (Name must match client requesting assistance and current month of request)

Complete applications do not guarantee approval. Completed applications are reviewed & approvals are based on the demonstrated (documented) need. Get a jump start by locating the bolded underlined items above to avoid delays.