

This is a brief explanation of the documents included in the packet to assure that your application will be processed as quickly as possible:

1	<b>Approved Document List</b>	A list of each REQUIRED document type for applying to the FAP/Charity Care program providing <u>examples</u> of acceptable documents
2	<b>Income Declaration Statement</b>	Applicant is required to return this form, checking off each item that pertains to your income/support
3	<b>HPA/UMA/CMH Financial Assistance Application</b>	Both sides of this document must be completed and signed
4	<b>Support Provider Assistance Statement</b>	Applicant must have this completed when they live with someone that is providing food, lodging and other basic necessities. Must be completed and signed by the provider
5	<b>Alimony/Child Support Statement</b>	Must be completed if this is a source of income for the applicant
6	<b>Employee Verification Statement</b>	Must be completed in the event that the applicant cannot provide pay stubs or a current letter from their employer on company letterhead (Applicant fills out the top portion and the employer the bottom portion)
7	<b>Employment Status Statement</b>	Must be completed and signed if patient is not employed
8	<b>Dependent Statement</b>	To be used in the event that there are not enough lines on the application to list all dependents of the Applicant

**THE FOLLOWING ARE EXAMPLES TO ASSIST YOU IN ASSURING THAT THE APPLICANT PROVIDES A COMPLETED PACKET FOR THE MOST EFFICIENT PROCESSING OF THEIR APPLICATION (KEEP IN MIND THAT ALL DOCUMENTS UNDER INCOME ON THE APPROVED DOCUMENT LIST MUST BE SUBMITTED, IF APPLICABLE TO THE APPLICANT)**

*Examples:*

**If the applicant is employed, they should provide:**

- Completed/signed application
- Picture ID (can be used to fulfill the identity and residency requirement IF the applicant's current address)
- Federal income tax forms with all schedules (most current)
- A month of pay stubs OR current letter from employer OR the Employee Verification Statement
- Dependent requirement (see Approved Document List) in the event that the dependents are not claimed on the Federal Income tax form
- Alimony/Child Support Statement, if a source of income
- Current copies of all bank statements

**If the applicant is Unemployed and not receiving retirement/pension, Social Security, Disability or Veteran's Administration benefits, they should provide:**

- Completed/signed application
- Picture ID (can be used to fulfill the identity and residency requirement IF the applicant's current address)
- Federal income tax forms with all schedules (most current), if applicable
- Employment Status Statement, if not employed
- Dependent requirement (see Approved Document List) in the event that the dependents are not claimed on the Federal Income tax form or the applicant does not file taxes
- Alimony/Child Support Statement, if a source of income
- Current copies of all bank statements
- Support/Provider Assistance Statement (completed and signed)
- Current proof of any subsidized assistance (food stamps, ABC vouchers, TANF, housing, etc)

**If the applicant is receiving retirement/pension, Social Security, Disability or Veteran's Administration benefits, they should provide:**

- Completed/signed application
- Picture ID (can be used to fulfill the identity and residency requirement IF the applicant's current address)
- Federal income tax forms with all schedules (most current), if applicable
- Dependent requirement (see Approved Document List) in the event that the applicant does not file a Federal income tax form
- Alimony/Child Support Statement, if a source of income
- Current copies of all bank statements
- Support/Provider Assistance Statement (completed and signed), if applicable