

# Financial Eligibility

## What documents do I need to bring?

### ► Photo ID

Provide an official photo ID issued by a government agency, school, or work.

Examples include:

- Texas Driver's License
- Texas ID
- School ID card
- Inmate/Probation/Parole ID card
- Passport

### ► Social Security Card

### ► Proof of Collin County Residence

Provide an acceptable proof of residence from the list below that contains **your** name and the current address where you physically reside in Collin County, TX. \*Please Note: Both documents cannot be from the same source.

(P.O. boxes will not be accepted)

- Utility Bill (dated within the last 30 days and must be in your name)
- Texas ID or Texas Driver's License (unexpired and must have your current Collin County address)
- Lease Agreement (unexpired and in your name)
- Current Automobile Insurance Policy or Statement (unexpired and in your name)
- Current Homeowner's or Renter's Insurance Policy or Statement (unexpired and in your name)
- Verification of Assistance Form (completed and signed by the person you are living with) AND two utility bills in their name dated within the last 30 days
- Letter from Shelter (stating you have zero income AND that they are supplying food and shelter, must be dated within the last 30 days and include the shelter's phone number and signature)

Please Note: You cannot qualify for assistance in more than one county at the same time.

### ► Proof of Guardianship (required for clients under 18 or an incapacitated adult client)

Provide all of the following that apply:

- Biological Parent(s) or Legal Guardian(s) Driver's License or State Issued Photo ID (required) **AND**
- Child's Birth Certificate (required) **AND**
- Child's Social Security Card (required) **AND**

**Court Documents** (if child will not be accompanied by someone identified on the birth certificate as a parent):

- Adoption Documents
- Legal Guardianship Documents
- Custody Documents
- Foster Care / DFPS Consenter Documents
- Divorce Decree (required if child's parents are divorced)

Please Note: The client and their biological parent or legal guardian must be present for all appointments.

## ► **Proof of Income (for you and your spouse)**

Provide proof of monthly gross household income (any type of payment that is of gain or benefit to the household) for you and your spouse, from all sources before taxes and other payroll deductions.

**Income Types:** (Provide all applicable sources of income)

- Wages - Two Most Recent Pay Stubs (if paid bi-weekly) or Four Most Recent Pay Stubs (if paid weekly),
- Self-Employment Income,
- Spouse's Income (applies to clients that are married),
- Parent's Income (applies to clients under 18 years of age),
- Social Security / SSI / SSDI Income Award Letter,
- Veteran's Administration (VA) Income,
- Unemployment Income,
- TANF Income,
- Retirement / Pension Fund Income,
- Workman's Compensation Income,
- Trust Distribution Income,
- Interest Income,
- Verification of Assistance Letter (applies when someone is assisting you financially and/or covering your expenses)
- Letter from Shelter (stating you have zero income AND that they are supplying food and shelter, must be dated within the last 30 days and include the shelter's phone number and signature)
- Any other income received from any other source

Please Note:

\*Child Support will not be counted as income.

\*For clients under 18, we do not need step-parents income, only the biological parent, unless the step-parent has legally adopted the child.

## ► **Proof of Household Size**

Provide documentation for all family members (as defined) that are living with you in the household.

Examples include:

- Social Security Cards or Birth Certificates

◆ Family members are defined as the following:

- 1) If unmarried and 18 years or older – yourself and your biological or legally adopted dependents;
- 2) If married and any age – yourself, your spouse, and your biological or legally adopted dependents;
- 3) If unmarried and under the age of 18 years – yourself, your parents, and the biological or legally adopted dependents of your parents, if residing in the same household.

Please Note:

\*Family members who live outside the home cannot be counted.

\*Children aged 18 and older or other adults living in the home (other than the spouse) cannot be counted as part of the household group for eligibility purposes.

## ► **Proof of Any Third-Party Insurance Coverage**

Provide all insurance cards

Examples include:

- Medicaid, Medicare, CHIP, Tricare, MarketPlace (Affordable Care), or private commercial insurance

## ► **Proof of Any Extraordinary Expenses**

Provide receipts showing the amount and type of extraordinary expenses paid during the past 12 months.

### ◆ Types of Applicable Extraordinary Expenses:

- Major Medical Expenses – due to catastrophic medical expenses for serious illness or hospitalization.
- Major Casualty Expenses – due to major casualty losses/household disaster that results from a fire, flood, tornado, accident, or other similar events. (Damage or destruction resulting from household neglect, such as damage caused by pets or children may be a disaster but it is **not** considered a “disaster” for the purpose of calculating Extraordinary Expenses.)
- Child Care Expenses – to provide child care for a child in the household. (Does **not** include Child Support.)

## ► **Proof of Any Benefits Approved, Denied, or Pending**

Examples include:

- Denial letter from Medicaid, CHIP, or SNAP
- Letter from Social Security Administration (SSA) indicating a pending application
- Letter indicating a pending application for TANF / Medicaid, CHIP, or SNAP
- Medicaid, CHIP, or SNAP enrollment verification letter or award letter
- Medicaid, Medicare, CHIP, or Private Insurance cards

## ► **Proof of U.S. Citizenship (for PAP - Prescription Assistance Program)**

Examples include:

- U.S. Birth Certificate
- Legal Permanent Resident Card
- Certificate of Citizenship
- U.S. Passport
- U.S. Citizenship Identification Card