

NEIGHBORHOOD HEALTH CENTER

SLIDING FEE DOCUMENTATION CHECKLIST FOR ELIGIBILITY

Applicant's name _____ Application date _____
Your application cannot be completed until all required documents are received.

PROOF OF RESIDENCE : You must show ONE of the following documents listed below to document your home address. Photo copies are acceptable.

FOR CHILDREN: BIRTH CERTIFICATES, SCHOOL REPORT CARDS OR FEDERAL TAX RETURN SHOWING THEM AS DEPENDENTS ARE THE ONLY ACCEPTABLE PROOF FOR CHILDREN.

- NYS ID Card with address name
- Drivers License
- Property tax records or mortgage statement
- Letter/ lease/ rent receipt with home address name and address from lanlord
- Postmarked envelope, postcard, or magazine label with date (cannot use if sent to a P.O. Box)

- Utility bill (gas, electric, cable) bank statement

PROOF OF CURRENT HOUSEHOLD INCOME : You must provide a letter, written statement, or copy of check or stubs, from the employer, person or agency providing the income. Submit all that apply. Provide the most recent proof of income before taxes. The proof must be dayed within the last 2 months, and include the employees name and show gross income for the pay period.

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Wages and Salary <ul style="list-style-type: none"> ○ <input type="checkbox"/> Paycheck stubs (4 consecutive weeks) ○ Letter from employer, signed and dated on the company letter head 	Social Security <ul style="list-style-type: none"> ○ <input type="checkbox"/> Award letter/certificate ○ Correspondence from Social Security Administration 	Child Support/Alimony <ul style="list-style-type: none"> ○ <input type="checkbox"/> Notarized letter from person providing support ○ Letter from court ○ Child Support/ Alimony check stub
Self-Employment <ul style="list-style-type: none"> ○ <input type="checkbox"/> Signed and dated income tax return and all schedules ○ Records of earnings and exoenses 	Unemployment Benefits <ul style="list-style-type: none"> ○ <input type="checkbox"/> Award letter/certificate ○ Benefit check ○ Correspondence from NYS Department of Labor 	Interest/Dividends/Royalties <ul style="list-style-type: none"> ○ <input type="checkbox"/> Statement from bank, credit union or financial institution ○ Letter from broker ○ Letter from agent
Veteran's Benefits <ul style="list-style-type: none"> ○ Award letter ○ Benefit check stub ○ Correspondence from Veterans Administration 	Workers Compensation <ul style="list-style-type: none"> ○ <input type="checkbox"/> Award letter ○ Check stub 	Income from Rent or Room and Board <ul style="list-style-type: none"> ○ Signed lease for rental property <input type="checkbox"/> ○ Check stub
Private Pensions/Annuities <ul style="list-style-type: none"> ○ <input type="checkbox"/> Statement from pension/annuity 	Military Pay <ul style="list-style-type: none"> ○ <input type="checkbox"/> Award letter ○ Check stub 	Support from other Family Members <ul style="list-style-type: none"> ○ Notarized statement or letter from family member

** W-2's or income tax returns for other than self-employed may be used for applications prior to April of the following year. If later, you must include another form of documnetation.

Dependents: We consider household income based on IRS dependency guidelines. You may not lista dependent here if you would not be able to include them on your tax return. Reference <http://www.irs.gov/taxtopics/tc354.html>