



What To Bring To Your Program Registration Interview

To determine your eligibility for possible sliding fee discounts and health care programs, CHCSCT requests that you bring the following information in order to complete the program registration process:

1. PHOTO ID – any type of identification with your picture and name

Examples include:

- Driver's License/State Issued ID
- School ID
- Work ID
- Children's Birth Certificate/Birth Facts

2. PROOF OF ADDRESS

Examples include:

- Utility bill (cable bill, cell phone bill, etc.)
- Voter Registration Card
- Copy of lease agreement
- Piece of postmarked mail

3. PROOF OF INCOME – Recent proof (**dated within the last 60 days**) of all household income **including earned and unearned income**.

Proof of Earned Income

Examples include:

- 2-Recent paycheck stubs (dated within the last 60 days) showing the amount paid before any taxes or deductions (*gross pay*).
- Proof of self employment such as logs/records of earnings or a recent W2
- Most recent year's tax return will **only** be accepted, if you are self employed.
- If unable to obtain a paycheck stub or if paid in cash or by personal check before tax deduction, a letter from your employer is acceptable, including date, amount paid, pay frequency and contact information.

Proof of Unearned Income

Examples include:

- Child's Earned Income
- SSI Payments
- Foster Care Payment

IF YOU ARE CURRENTLY UNEMPLOYED:

- Unemployment benefits statement
- If you are currently unemployed and have not received income within the past 30 days, then we will accept a letter of support from the person who is helping you meet your financial needs. The letter should include:
 - Date
 - The type of assistance you are receiving. If monetary value is given (cash in hand), it must be listed on the letter.
 - Contact information, and signature of the person providing you with the assistance.
 - The letter can also be from an organization, church, or agency that is assisting you.
- Savings/Checking account statement(s) will **only** be accepted if all of the following criteria are met:
 - You are currently unemployed and have not received any income within the past 30 days.
 - No one is helping you meet your financial needs.
 - You are living off of the money in your bank account..