

JPS Health Network
Documentation Requirements for
JPS Connection Indigent Healthcare Program

** Please provide all applicable items from following categories **

Please note that **additional information** may be requested at the time of your interview.

Proof of Patient Identification - Must provide one of the following:

- Driver's license or DPS ID card
- Birth Certificate (children under 18)
- Employee Identification card (with picture)
- School Identification card (with picture)
- Immigration documentation for all applicable household members: Resident alien cards (front and back), Visas and or Passports

Social Security Number – Provide for all applicable household members.

Bank Statements & Tax Returns – Must be provided

- Most recent checking and savings account statements
- Entire 1040 Tax Return Form with: Schedule C, Partnership tax form 1065, Schedule K-1, Schedule F, W2 etc.
- Most recent statement of CD's, IRA's and other investments

Proof of Employment and Income – Must provide applicable sources of income

- Four most recent payroll check stubs
- Employment Verification form
- Current award letter / copies of checks: SSI, RSDI, VA, Soc. Sec., TANF
- Workman's Compensation
- Employer statement of earnings on letter head
- Court orders/check for Child Support /Alimony
- Unemployment award letter/check stubs

Verification sources of assistance – Provide all applicable

- Food Stamp/TANF and Housing Assistance award letters
- Statement from Homeless Shelter where patient resides and verifying unemployment.
- Verification of Assistance form with notary seal and all of the following proofs from the person providing assistance:**
 - Driver's license or DPS ID card
 - Utility bill
 - Proof of income

Proof of Patient Residency – Must provide a minimum of two

- Utility, telephone and cable bills
- Lease agreement, rent receipt, mortgage statement
- Auto, Life, Homeowners/Renter's Insurance Documents
- County, State/Federal agencies Correspondence
- Retirement Plan Documents, Attorney Correspondence
- Texas Department of Motor Vehicle Records
- Statement from Homeless Shelter

Proof of Insurance – Provide for all household members

- Front and back of Medical/Dental Insurance cards

Proof of Self Employment (No taxes withheld from income)

- Self Employment Form (1 form each month)
- Entire 1040 Tax Return Form with: Schedule C, 1099, Partnership Form 1065, Schedule K-1, Schedule F etc.
- Business ledgers/Accountant's statement listing income and expenses for the last 12 months
- 12 months of check stubs, receipts, or logs for income received: babysitting, contract/sub-contract work, landscaping, day labor work etc.

Acceptable sources to verify deductions

If desiring to claim deductions for child care, alimony or child support paid out:

- Statement listing last four payments to provider
- Last four canceled checks
- Copy of divorce decree stating amount owed
- Statement from Attorney General's office
- Statement from ex-spouse itemizing payments

Assets, Debts & Liabilities – Must provide if applicable

- Certificate or dividend statement
- Car title / make, model and value
- Individual Retirement Account
- Proof of insurance policies
- Property tax statement or deed/title
- Oil, gas, mineral rights (bring statement)
- Car loan agreement or statement
- Unpaid medical bills
- Lending institutions account #'s & available credit line

Please note - Anyone who knowingly lies or misrepresents the truth or arranges for someone to knowingly lie or misrepresent the truth in the completion of the application process is committing a crime, which can be punished under Federal law, State law, or both. If at any time false information is discovered penalties will include, but are not limited to, loss of my membership benefits and the inability to reapply for the JPS Connection Indigent Healthcare Program for no less than a period of ninety (90) days.