



FINANCIAL ASSISTANCE, BILLING AND COLLECTION POLICY EXHIBIT A: APPROVED DOCUMENT LIST

We will review and consider household financial income for possible discounted services. Qualification for Financial Assistance depends upon a number of things including but not limited to employment, income level, and the number of dependents the applicant may have. To apply, you must provide certain documents from each category from the list below. For more information, please visit our website www.wjmc.org/financialassistance

Acceptable Forms of Identification (Must bring 1)

- Valid Driver's License
- Valid Identification Card
- LCMC Facility Badge with picture
- Alien Resident Card (Form I-551)
- Alien Resident Green Card (Form I-688) Valid Passport
- Military Identification Card

Acceptable Forms of Residency

- Valid Louisiana Driver's License
- Valid Louisiana Identification Card
- Current Utility Bill showing name and address and/or Utility receipt showing name and address
- Current Medicaid, GNOCHC or Take Charge Eligibility Letter
- Current Social Security Award Letter, check, and/or printout
- Current school records verifying address
- Current billing statement or business mail from State/Parish/City
- Current lease agreement, and/or verification letter on proper letterhead which indicates address
- Voter Registration Card
- Vehicle Registration

Acceptable Dependent Verification Items (Including Spouse as a Dependent)

- Current Medicaid Eligibility Letter
- Social Security Card
- Birth Certificate
- Prior Year Income Tax Return
- Custody Records or Legal Guardianship documents
- School Records
- Any Reasonable Document that shows the parent (guardian) and child relationship

Acceptable Forms of Income Verification

- Thirty consecutive days or one month of paycheck stubs
- Trusts, dividends, interest income by providing document with Gross Income Amount
- Current Retirement Income Check stub(s)
- Current Social Security Award letter for both spouses and any children Current Letter from Employer on (only if paid in cash)
- Current Veterans Administration Award Letter(s)
- Current Child Support Statement or Divorce Decree
- Current proof of direct deposit of fixed income by providing document with Gross Income Amount
- Current self-employed individual - previous year 1040 Income Tax Form with all attachments (Verified
- IRS transcript copy)
- Current letter of support if unemployed/have no source of income and living with a relative or friend. Current bank statement if living off savings and no other source of income by providing most recent bank statements
- Alimony or spousal support income

Resource/Asset Information (In addition to above documents)

- Most Recent Income Tax (For self-employed individuals, see below*) If you did not file an income tax return for the most recent year, it will be necessary to get a statement from the IRS via the same method as the IRS Transcript to confirm.
- Most current Profit and Loss Statements (at least 2 quarters) for Business Owners
- Most Recent Income Tax of Business if applicant owns more than 5% of Partnership or Corporation
- Most recent statements for each checking account, savings account, mutual fund/money market accounts, IRA accounts, Certificate of Deposit accounts (CD), and any other security accounts or investment accounts
- Most recent statements for Stocks, bonds, etc.
- Parish appraisal documents for all real property excluding homestead. Finance documents with loan or mortgage balance to determine equity value
- All motor vehicle information, including cars, trucks, RV's, motorcycles, boats, ATV, and aircraft that are in your household