



Required Documents

All clients are required to submit a valid ID and a recent tax return (if taxes are filed). Documents must be filed for each household member requesting care from LVIM. Full-Time Students must present a copy of their current course schedule.

Proof of Polk County, FL Residency

In addition to an ID, clients must submit at least one other proof of residency. ALL documents MUST be in the client's name and show the client's current Polk County address.

- Valid Driver's License or State ID - If address on ID does not match client's actual address, LVIM can extend 3 months eligibility while client updates ID.
- Electric bill in client's name
- Current Vehicle Registration
- Proof of ownership or purchase of homestead property in Polk County
- Rent receipt for most recent week/month
- Lease agreement showing current address
- Recent award letter from state or federal agency
- If client has none of these documents, but lives in Polk County, FL, client may sign the **Declaration of Domicile** form at time of application.

Proof of Income

Clients must provide income documentation for ALL adult members of the household who receive /earn income.

- Most recent tax return (if more than two adults)
- Most recent four consecutive weeks of paystubs for ALL income earners in the household.
- If you do not receive paystubs, you may complete and submit a **Verification of Earnings** form signed by your employer (s)
- If self-employed, a Schedule SE is required. If your business is new, expense records are required (bank statements or profit & loss statements_
- If receiving Social Security benefits or Unemployment compensation, a current award letter is required.

Please note: *Supplemental Security Income is not included as income.*

- If there is NO income, a **Certification of Zero Income** form must be completed and submitted.