LVIM
LAKELAND VOLUNTEERS IN MEDICINE

PATIENT ENROLLMENT DOCUMENT CHECKLIST

IDENTIFICATION

LVIM accepts the following as identification:

- Driver's License (Including temporary license)
- State ID
- Passport – foreign or domestic
- ID card issued by foreign consulate

PROOF OF POLK COUNTY ADDRESS

Clients must submit <u>two</u> proofs of Polk County residency. Please note that ALL documents MUST be in the client's name and show the client's current Polk County address.

Accepted Documents for First Proof of Residence:

- Current **Florida Driver's License** or **State ID** with current address
- **Electric, water, or gas bill** in client's name, dated within a month of the screening date (Spectrum and other bills are not accepted)
- Current **Vehicle Registration** in client's name
- **Rent receipt** for most recent week/month showing client's name and current address
- **Current Lease agreement** showing current address and signature page for tenant and landlord
- **Rental Verification form** - this form is provided by LVIM and is used when a client lives or stays with a friend or family member but has no rental agreement and may or may not pay rent.
- For clients who are residents of Partner agencies (Lighthouse Ministries, Salvation Army, Talbot House and Gospel Inc.), a **Rental Verification form** is required.
- Recent **award letter** from **state** or **federal agency** (e.g., Food Stamps, Social Security benefits)
- **Mortgage Statement**
- Proof of **Polk County Real Estate Ownership** (e.g., most recent real estate tax bill)
- **Declaration of Domicile form** (provided by LVIM). If none of the above documents are available, use this form as a last resort.

Accepted Documents for Second Proof of Residence:

- Any document from the list above that is not a duplicate
- **Voter Information Card**
- **Paystubs** with current address
- Proof of children registered in **Polk County schools**

PROOF OF EARNED AND UNEARNED INCOME

Clients must provide earned and unearned income documentation for ALL income earners in the household as well as documentation of income from all income sources. The following items are accepted as proof of earned or unearned income:

- **Receiving Paychecks:** Submit the four most recent weeks of official **paystubs**
- **Paid in Cash:** Submit **Verification of Earnings Form** (provided by LVIM). This form must be signed by the employer. If total monthly income is more than $1,300/month, a Tax Return (Form 1040) from previous year is required
- **Self-Employed:** Submit **IRS Schedule C**. For self-employed individuals that work for themselves. If business is new or no Schedule C is available, income documentation such as bank statements and profit and loss statements will be required.
- **Independent Contractors (1099 earners who do not file taxes as self-employed): Official documentation** of income from the business that pays you (e.g., Doordash, Uber, Instacart, etc.), 1099 IRS tax documents are **not** accepted.
- **Temporary Employees: Earnings Statement or Income Verification Report**
- **Unearned Income:** Social Security award letter, Unemployment award letter, Worker's Compensation Benefits, Alimony, Child Support, Pension, Dividends and Interest, etc.
- **Unemployed:** If you have become unemployed in the last 12 months, are a full-time caregiver, or a full-time student enrolled in 12 or more credit hours, you must complete and submit a **Certification of Zero Income Form** (provided by LVIM). If your household members are unemployed, they must complete and submit a **Certification of Zero Income.** *Please note that LVIM serves working households and requires that at least one member of the household is working.*