



health brigade

Proof of Income

The eligibility screening is how Health Brigade can find out if you are able to receive free health care at our clinic. To see if you are able to receive health care here at our free clinic, Health Brigade asks for proof of **all** money you and your family members make.

Please look at what counts as money earned, income, and what proof of income you need to bring to your eligibility screening. These documents must be brought with you to your screening appointment.

If you have questions about what you can bring to your eligibility screening to show how much money you make please:

CALL: (804) 358-6343 x115

EMAIL: rkey@healthbrigade.org

For any documents that require a notary stamp, the Richmond Public Library provides free notary services. You can call your closest library to see if they have a notary available. The Main Library number is [804-646-4867](tel:804-646-4867) and they can help you find out where your nearest library is.

Income	Document Options	Notes
<ul style="list-style-type: none">• Food Stamps• General Relief• Rent Vouchers	Letter from Social Services that says you receive food stamps or General Relief benefits OR Letter from Section 8 housing	If you have no other source of money coming in each month as income, you only need to bring these letters in. To contact Virginia Housing Authority for a copy of your award letter call: Toll-Free: 1-800-835-6598 To contact your local Social Services office for a letter of proof of services: https://www.dss.virginia.gov/localagency/index.cgi (804) 726-7000 (Main Agency) (800) 552-3431 (SNAP Hotline) mailto:citizen.services@dss.virginia.gov

If you are employed:

This includes any full or part-time employment, or occasional seasonal or hourly employment that is not consistent income.

Income		Document Options	Notes
<u>Regular Employment</u>	Paid Monthly	<ul style="list-style-type: none"> • Current month's paystub • Letter from employer • Most recent tax return (Return must be signed, and by both parties on a joint return) 	<p>The letter from your employer needs to be either on your employer's letterhead or notarized.</p> <p>To get your most recent tax return you can request this from the <u>IRS</u> at <u>1-800-829-1040</u></p>
	Paid Twice a Month	<ul style="list-style-type: none"> • Last two pay-stubs (proof of one full month's income) • Letter from employer • Most recent tax return (Return must be signed, and by both parties on a joint return) 	Same as above.
	Paid Once a Week	<ul style="list-style-type: none"> • Last four pay-stubs (proof of one full month's income) • Letter from employer • Most recent tax return 	Same as above.

		(Return must be signed, and by both parties on a joint return)	
<u>Irregular Employment</u>	Seasonal/Hourly Occasional Pay	<ul style="list-style-type: none"> • Past two months pay-stub • Letter from employer 	<p>If your income changes each month, please bring 3 months of pay stubs.</p> <p>If no paystubs are available, please bring a letter from your employer on letterhead or notarized stating your monthly pay.</p>
<u>Self-Employed</u>		<ul style="list-style-type: none"> • Most current tax return (Return must be signed, and by both parties on a joint return) 	<p>To get your most recent tax return you can request this from the <u>IRS</u> at</p> <p style="text-align: center;"><u>1-800-829-1040</u></p>

If you are unemployed

Income	Document Options	Notes
You have Unemployment Benefits	<ul style="list-style-type: none"> • Benefits letter from the Employment Commission • Copy of check or bank statement that shows the Unemployment Deposit from the Employment Commission 	<p>You can get a letter obtaining your benefits as proof by calling the Employment Commission at:</p> <p style="text-align: center;"><u>804-786-1485</u></p>
You don't have Unemployment Benefits	<ul style="list-style-type: none"> • Signed statement of Unemployment form from the Employment Commission. 	
You live with someone who provides you with food, shelter, and other expenses	<ul style="list-style-type: none"> • <u>Notarized</u> letter from the person who supports you 	<p>If from a church or other organization a letter on letterhead indicating support if ok, does not need to be</p>

		notarized.
You are on Disability	<ul style="list-style-type: none"> • Benefits letter from Social Security or insurance company 	Letter can be obtained by calling: <u>1-800-772-1213</u> or <u>804-934-4570</u> www.ssa.gov
You have retirement benefits	<ul style="list-style-type: none"> • Letter from Social Security that shows retirement benefits, or from private company 	

Additional Income

Income	Document Options	Notes
Alimony/Spousal Support	<ul style="list-style-type: none"> • Copy of Court order • Letter from the person who pays the support if money is paid in cash 	
Child Support	<ul style="list-style-type: none"> • Copy of Court order • Letter from the person who pays the support if money is paid in cash 	