

# 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 x1115

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 and they can help you find out where your nearest library is.

Income	Document Options	Notes
<ul style="list-style-type: none"> <li>• General Relief</li> <li>• Rent Vouchers</li> </ul>	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 <u>Virginia Housing Authority</u> for a copy of your award letter call:  Toll-Free: 1-800-835-6598  To contact your local <u>Social Services</u> office for a letter of proof of services:  <a href="https://www.dss.virginia.gov/localagency/index.cgi">https://www.dss.virginia.gov/localagency/index.cgi</a>  (804) 726-7000 (Main Agency) (800) 552-3431 (SNAP Hotline) <a href="mailto:citizen.services@dss.virginia.gov">mailto:citizen.services@dss.virginia.gov</a>

If you are employed:

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

<b>Income</b>		<b>Document Options</b>	<b>Notes</b>
<u>Regular Employment</u>	Paid Monthly	<ul style="list-style-type: none"> <li>• Two month’s paystub</li> <li>• Letter from employer</li> <li>• Most recent tax return</li> </ul> <p>(Return must be signed, and by both parties on a joint return)</p>	<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"> <li>• Last four pay-stubs (proof of two full month’s income)</li> <li>• Letter from employer</li> <li>• Most recent tax return</li> </ul> <p>(Return must be signed, and by both parties on a joint return)</p>	Same as above.
	Paid Once a Week	<ul style="list-style-type: none"> <li>• Last eight pay-stubs (proof of two full month’s income)</li> <li>• Letter from employer</li> <li>• Most recent tax return</li> </ul> <p>(Return must be</p>	Same as above.

		signed, and by both parties on a joint return)	
<u>Irregular Employment</u>	Seasonal/Hourly Occasional Pay	<ul style="list-style-type: none"> <li>• Past two months pay-stub</li> <li>• Letter from employer</li> </ul>	<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"> <li>• Most current tax return (Return must be signed, and by both parties on a joint return)</li> </ul>	<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

<b>Income</b>	<b>Document Options</b>	<b>Notes</b>
You have Unemployment Benefits	<ul style="list-style-type: none"> <li>• Benefits letter from the Employment Commission</li> <li>• Copy of check or bank statement that shows the Unemployment Deposit from the Employment Commission</li> </ul>	<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 live with someone who provides you with food, shelter, and other expenses	<ul style="list-style-type: none"> <li>• <u>Notarized</u> letter from the person who supports you</li> </ul>	<p>If from a church or other organization a letter on letterhead indicating support if ok, does not need to be notarized.</p>
You are on Disability	<ul style="list-style-type: none"> <li>• Benefits letter from Social Security or insurance company</li> </ul>	<p>Letter can be obtained by calling:</p> <p style="text-align: center;"><u>1-800-772-1213</u> or</p>

		<u>804-934-4570</u> <a href="http://www.ssa.gov">www.ssa.gov</a>
You have retirement benefits	<ul style="list-style-type: none"> <li>• Letter from Social Security that shows retirement benefits, or from private company</li> </ul>	

Additional Income

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