



Financial Evaluation Department
2000 Boulevard
Jacksonville, FL 32206

To schedule an appointment, please call (904) 244-4015, Monday thru Friday, between the hours of 8 a.m. and 5 p.m.

Eligibility for services under the City Contract Program is based on Duval County residency and gross income for the family unit. A family unit is an individual, his/her spouse, birth child or children, adopted child or children to include the unborn child who resides together at the same place of residence in Duval County, Florida. The child or children must be age 17 or under. To qualify for services income for the family unit may not exceed 200% of the Federal Poverty Guidelines \$452.99wk 1 person, add \$159.00 for each additional person.

The information required to complete the eligibility process is **not limited** to the information contained on this form. Additional documentation may be requested that is not listed on this form. In preparation for your Financial Evaluation Appointment please provide the documents listed below.

Documents Needed

- Social Security Cards for all members of the Family Unit
- 2 (two) proof s of Residence from different sources. (The primary proof of residence must be a Florida Driver License (or a Florida Identification Card if the applicant provides documentation of ineligibility for a Florida Driver License). Residency documentation **MUST** reflect the postal address of the applicant's actual place of residence at the time of application. Documentation that reflects a Post Office Box address is not acceptable proof of Duval County residence.
 - Acceptable Documents
 - Duval County Voter Registration Card
 - Check stub or Statement from employer
 - Property tax notice, deed
 - Electric / Telephone Bill
 - State of Florida Hunting or Fishing License
 - State of Florida Vehicle Registration
 - Notarized Statement
 - Current Lease Agreement, Rent Receipt, or Mortgage Statement

Important Information

Must include information for the 4 months prior to the appointment date.

- Paycheck Stubs, **Income Verification Forms and/or Statement of Income from Employer.
- Verification of Medical Insurance is required for all employed applicants, spouses of applicants and parents of applicants 18 years of age and under.
- **Notarized Support Letter - The letter must be completed and notarized within 7 days of appointment.
- Copy of Social Security Checks and/or Benefit Statement.
- Copy of Pension Checks and/or Benefit Statement.
- College, University and/or Trade School Financials.
- Proof of Interest, Dividends and/or Distributions from Financial Accounts.
- Child Support - Documentation must be dated within 30 days of appointment date.
- Alimony - Documentation must be dated within 30 days of appointment date.
- Unemployment Compensation - A printout from the Agency for Workforce Innovation (1-800-204-2418) or the issuing agency that documents unemployment compensation benefit payments received. This document must be dated within 30 days of appointment date.
- Self-Employment - Must provide quarterly income statement(s), personal and business bank statements, proof of all revenues generated, receipts for all business related expenses and personal and business tax return documents for the 2 prior tax years.

Non-United States Citizens must provide one of the following:

- Permanent Resident Card
- Application for United States Citizenship Immigration Permit Stamped in red ink I-551 Refugee or Asylum documentation.
- Sponsored applicants must provide a letter from the Sponsoring Agency or documentation of income for the sponsor's household for the 4 months period prior to the appointment date.

Affordable Healthcare: Assistance with enrollment in Affordable Healthcare is available

***Denotes form available at the Financial Evaluation Department or online at <http://ufhealthjax.org/patients/billing.asp> Due to limited available seating, please do NOT bring extra persons to the financial evaluation appointment unless necessary.

Revised October 7, 2015