



## Required Documents for Eligibility

**Established Patients:** Send the following documents, once received they will be reviewed and we will call you for verification. If documents are missing, your application will be pending until we receive all the documents needed. ***Sending your documents does not automatically make you eligible for CVIM services.***

**New Patients:** Call 610.836.5990 ext. 122, to schedule a screening appointment. Have your documents handy the day of the screening. Leave name, DOB, message and

Once you are eligible: **YOUR REGISTRATION EXPIRES EVERY 12 MONTHS OR IN CASE OF A LIFE CHANGING EVENT. YOU MUST NOTIFY CVIM IF YOU ARE GETTING MEDICAL OR DENTAL INSURANCE. (You must reapply within three months of expiration)**

**SEND YOUR DOCUMENTS VIA EMAIL: [Patient@cvim.org](mailto:Patient@cvim.org) / FAX: 610.836.5998  
or DROP OFF AT CLINIC**

\*\*\*\*\*

**ONE MONTH'S INCOME (from the last 30 days) for everyone in the household**

(Send all that apply to your household)

- One month of current and consecutive paystubs for each household member (we use gross income before taxes are deducted.  
*Paid in cash:* Employer letter on letterhead paper or Wage Verification (provided by CVIM) or copy of business or personal checks received with hours and date  
*Self Employed:* if you file taxes, we need Schedule C, if didn't file taxes we need Self Employment form (provided by CVIM)
- Workman's Compensation pay
- Unemployment letter (Initial letter of financial determination)
- Section 8 Housing
- Social Security (disability/survivor's benefits/pension/SSI)
- Proof of working at least 12 hrs per week
- Child support or Alimony/Spousal support

**INCOME TAX RETURN:** Most recent taxes (Form 1040), along with all W2s and 1099s, including Schedule 1 and Schedule C if applicable. If you did not file taxes and have W2s, send them in. (If you lost your taxes, call 1-800-908-9946 ASAP to get a free transcript)

**ADDRESS VERIFICATION:** Utility bill (electric, gas, water, cable) in your name, if you do not have a utility bill, provide a rent letter with your name, address, rent amount, date and signature of the property owner. Mortgage or rent receipt.

**VALID PHOTO ID OR BIRTH CERTIFICATE** in case you don't have photo ID

**SOCIAL SECURITY CARD**