

LIFESPING ADMINISTRATIVE INTAKE CHECKLIST

This is a checklist that may help you prepare for your appointment.

If I have questions I can call **(812)280-2080**.

My appointment date/time _____

My appointment location _____

I need to bring with me:

_____ Picture ID _____ Insurance card

If you don't have these, that's okay. Just be sure to bring some way to verify your address and income.

Please note: If you have no way to prove your income or address, call to talk with our staff about your situation. We can help you find a solution.

The sliding fee scale at LifeSpring is based on total household income and total people in the household. Your household is the total number of people living in your permanent housing unit. If you are staying with friends or family temporarily, they do not count towards your household. If you are living there permanently, their income does count.

If I will need to use the sliding fee scale at LifeSpring, I will also need to establish residency by one of the following:

- _____ Valid driver's license with your current address (OR)
- _____ Valid picture ID with your current address (OR)
- _____ Recent paycheck stub with your current address (OR)
- _____ A letter or ID card from a homeless services agency (OR)
- _____ A letter from a probation or parole officer establishing your address (OR)
- _____ Two utility bills or service credits with current address

I will also need to show household income. I will do that by collecting one of these forms of income and bringing it with me.

_____ Two most recent paycheck stubs (or disability statements) for all adult members of the household who are supporting you (OR)

_____ Last two months of your bank statements showing your disability check deposits or other household income and any other household income (OR)

_____ Letter from Social Security stating the monthly amount of your disability income and any other household income (OR)

_____ Last year's tax return