



# PROJECT ACCESS

## Application Checklist

<https://jcprojectaccess.org/>

**Note: Some information requested below may not apply to everyone. Please submit what you have—if you are missing certain documents, this does not necessarily disqualify you from the program. If you have any questions, please call (205) 202-1598.**

- Completed Project Access Application
- Copy of Photo ID (Passport, Consular ID Card, State ID, Driver’s License)
- Address Verification (Copy of Lease OR utility bill)
  - If the lease/utility bill is not in your name, please include a letter from the person whose name is on the bill ( A“Lease/Utility letter” is available on our website for this purpose)
- Letter from primary care physician team stating need for specialty care (This form is provided on our website under “Physician Info” and then “Physician Letter”)

**Financial Information: Please include information for all adults in your household.**

***Note: Please submit documents that you have. It is NOT necessary to have all forms of proof of income listed.***

**Bank Statements (Must include one of the following)**

- Copies of 3 most recent complete bank statements. Include both **checking and savings** account information for all accounts, OR
- If you and any adults in your household do not have any bank accounts, please submit “Bank/Tax/Income Attestation Form” available on our website

**Tax Return:**

- Copy of most recent Tax Return. If you do not file taxes, please do one of the following:
  - Call the Internal Revenue Service at 1-844-545-5640 to request a non-filing transcript, OR
  - Complete the “Bank/Tax/Income Attestation Form” form on our website

**If Employed (you or any adult in your household):**

- Copies of 3 most recent pay stubs, OR
- Notarized “Employment Verification Letter” available on website

**If Unemployed:**

- A letter of support from the person providing financial support to you (“Letter of Support” available on our website)

**Benefits: This information is NOT required, but if you have it, please include it with your application as it may help us expedite your financial approval.**

- SNAP (Food Stamps) or WIC award letter or copy of card
- Copy of Medicaid Non-Participant or Denial Letter (Call 205-414-9400 to get the letter)
- Social Security Income Award Letter
- Disability Award/Denial Letter

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**Please submitted completed Applications and supplemental documentation via:**

**Email: [alprojectaccess@ascension.org](mailto:alprojectaccess@ascension.org)**

**OR**

**Fax: 205-838-6294**