



PROJECT ACCESS

Application Checklist

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.

- Completed Project Access Application (Rev. 2024)
- Copy of Photo ID (such as 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.

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

Please note that we will be reviewing deposits on your statements and comparing those with reported income. Please make sure to report all income/deposits in your account, not just employment. Please provide a letter to clarify any additional loans or deposits in your account, or there may be a delay in processing your application.

Tax Return:

- Copy of most recent Tax Return. If you do not file taxes, please do the following:
 - Submit a non-filing transcript (instructions available on our website), AND
 - 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
- The Employment Verification Form (must be notarized), OR
- If you are unable to provide either of these items, please call us at 205-202-1598 to discuss alternative options

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)
- Disability Award/Denial Letter

Please submit completed Applications and supplemental documentation via:

Email: alprojectaccess@ascension.org

OR

Fax: 205-838-6294