

## LA HAP Required Documentation (updated 4/29/21)

### I. Income

Type of Income/Deduction	Type of Proof Accepted
No Income/deductions of any kind	<a href="#">Certification of No Income/Cash-Only Income form</a> ; Self-Attestation For Eligibility (New Orleans EMA Part A clients only); signed, legal affidavit; tax document
Salary/Wages/Commission/Tips	<a href="#">Certification of No Income/Cash-Only Income form</a> ONLY IF wages are paid in cash; 2 pay stubs; signed letter from employer; signed, legal affidavit; tax document
Self-Employment Income	<a href="#">Certification of No Income/Cash-Only Income form</a> ONLY IF wages are paid in cash; 2 pay stubs; signed, legal affidavit; tax document
Any foreign earnings	Signed, legal affidavit; tax document
Any non-taxable interest	Signed, legal affidavit; tax document
Unemployment benefits	Benefit award letter; bank statement showing deposit; signed, legal affidavit; tax document
Pensions	Benefit award letter; bank statement showing deposit; signed, legal affidavit; tax document
Social Security (Retirement/Survivor's/Disability)	Benefit award letter; bank statement showing deposit; signed, legal affidavit; tax document
Retirement accounts	Signed, legal affidavit; tax document
Alimony received	Signed, legal affidavit; tax document; other legal proof of alimony received
Net farming/fishing	Signed, legal affidavit; tax document
Net rental/royalty	Signed, legal affidavit; tax document
Net capital gain	Signed, legal affidavit; tax document
Scholarships/Grants	Benefit award letter; bank statement showing deposit; signed, legal affidavit; tax document
Supplemental Security Income, Child Support, Veterans' Payments, or TANF/SNAP	NO PROOF REQUIRED
Deduction: Student loan interest paid	Bank statement showing withdrawal; signed, legal affidavit; tax document
Deduction: Alimony paid	Signed, legal affidavit; tax document; other legal proof of alimony paid
Other income or deduction not listed	Tax documents; legal documents; itemized bank statements

**All income documentation must be dated within 6 months of application signature except for benefit award letters (must be most recent available and/or refer to current time period) and tax documents (must reflect most recent tax year for which documents are available).**

## II. Residence

Type of Residence Documentation	Requirements
Louisiana driver's license or ID	Current
Utility bill (water, electricity, cable, phone, etc.)	Dated within six months
Income documentation (paystubs, bank statement, etc.)	Dated within six months
Tax documentation (IRS Form W-2, 1040, 1099, etc.)	Dated from most recent tax filing year
Public benefit documentation (SNAP award letter, SSA statement, Unemployment Insurance correspondence, etc.)	Dated from current calendar year <u>OR</u> within six months
Attestation	Accepted <a href="#">form</a> of attestation dated within six months
Lease, deed, mortgage, or rent agreement	Current
Mail	From a private business or public entity; postmarked within six months
Affidavit	Dated within six months

Documentation of Louisiana Residence required (no P.O. Boxes).

### III. Low Income Subsidy (LIS) or Extra Help

LIS is a program of the Social Security Administration. It helps pay for premiums, copays, coinsurance and deductibles for Medicare Part D (prescription drug) plans. If an applicant is eligible for LIS, even if they do not have a Part D plan yet, they must use that program to pay for medications before using LA HAP.

Type of LA HAP Applicant	Type of Proof Accepted
Doesn't have Medicare and isn't eligible for Medicare	Not eligible for LIS; no LIS application or documentation needed.
Has Medicare or is eligible for Medicare; enrolled in a Medicare Savings Program (MSP) such as Qualified Medicare Beneficiary (QMB), Specified Low Income Beneficiary (SLMB) or Qualifying Individual (QI)	Automatically eligible for LIS; no LIS application or documentation needed. LA HAP staff may contact applicant if they are not able to verify MSP enrollment.
Has Medicare, income is < 150% FPL	LIS application dated within current calendar year, LIS Rider dated within current calendar year, LIS approval determination letter dated within current calendar year, printout from client's Medicare.gov page confirming client receives LIS for current calendar year, LIS denial dated within past 12 months
Has Medicare, income is ≥ 151% FPL	Not eligible for LIS; no LIS application or documentation needed.

### IV. Insurance

Most people do not need to submit additional documentation of insurance. You must submit a premium statement, invoice, or coupon booklet for your insurance plan ONLY IF all of the following are true:

- a. You are asking LA HAP to pay your insurance premium
- b. This is the first time you have asked LA HAP to pay this premium
- c. The insurance plan is not sponsored through your employer
  - *If you are asking LA HAP to pay the premium for an employer-based plan, LA HAP will contact your employer to get your premium information. LA HAP will not share any information about your health status with your employer.*