

GREGG COUNTY INDIGENT HEALTH CARE PROGRAM
405 East Marshall Avenue - Room 102
Longview, TX 75601

INSTRUCTIONS FOR ASSISTANCE

Application for benefits must be made **IN PERSON**
with a Case Worker.

Interview times are Monday through Friday
8:00-11:00 a.m. & 1:00-4:00 p.m.
No Appointments are Necessary

Application Process:

1. You must be interviewed by one of our caseworkers to determine if you are eligible
2. Your medical records must be reviewed by our Medical Director, then
3. We will call you to schedule a New Patient appointment

If you have any questions after reading this entire sheet, please call one of the
Case Workers listed below for assistance:

Sara Roach (903) 237-2624

You must have the following information (if it applies to you):

- Verification of your social security number and **current valid** photo Texas I.D.
- Written proof of household income for the last 4 weeks, W-2 or current tax return for everyone in the household. This is **any and all** income from any source such as employment, child support, VA, Social Security, TANF, unemployment, etc.
- Food Stamp printout (if anyone in the household receives these benefits).
- Verification of residency in **Gregg County** such as a lease agreement or current utility bill.

Please note: If living in someone else's home, they must accompany you to the office and sign a notarized statement that you live with them. They also need to bring a valid I.D. and a current utility bill with their name & address on it.

- Current correspondence indicating status of any application pending with Social Security, DARS, unemployment, workman's compensation, etc.
- If you have not applied for adult Medicaid (within the last 12 months), the DSHS office is located at 1750 North Eastman Road in Longview. **You** must apply, not the person you live with or a spouse. Bring your denial when you come in to be interviewed. After you have

applied, if they don't give you a denial that day, you must ask for a dated receipt to bring to our Case Workers.

- Please bring a copy of your current tax return or W-2, if you have not filed a return yet.
- Any current bank account statements, tax statements on any land that you own or have mineral rights as well as any other resources that have value.
- Please bring Medicare and/or Medicaid card(s) with you **if** any members of the household receive these benefits.
- If you are a Veteran, you must bring in the DD-214 papers or any other verification that states you are not able to receive medical benefits from the Veterans Administration.
- If you are buying or own an automobile under 10 years old, you will need to bring in writing the trade in value from a dealer. They can write this information on their letterhead or on the back of their business card.
- Bring any insurance policies on family members, whether health, life or burial policies.
- You must bring in **medical records for each hospital admission or emergency room visit that is not over 95 days old** if you want to apply for financial assistance on the bill. Only hospital admissions or ER visits that are approved by the County Physician will be paid.
- If you are not working or working less than 30 hrs. a week, then verification will need to be provided that you are actively looking for employment.
(Some exemptions will be given for those who are applying for disability, or for those whom the Doctor states are unable to work.

ADDITIONAL INFORMATION NEEDED FOR UTILITY ASSISTANCE

***** YOU MUST HAVE VERIFICATION THAT YOU HAVE BEEN IN THE HOSPITAL OR HAVE LOST YOUR JOB WITHIN THE LAST 4 WEEKS *****

- UTILITY SERVICE MUST STILL BE CONNECTED & UTILITY BILL NEEDS TO REFLECT A "DISCONNECT" NOTICE.
- ANY AMOUNT DUE OVER **\$50.00** NEEDS TO BE PAID BEFORE ASSISTANCE IS GIVEN. THEN YOU **MUST** BRING THE RECEIPT(S) SHOWING THE BALANCE HAS BEEN PAID.
- IF ON HOUSING, BRING HOUSING CONTRACT (IF RECEIVING ANY UTILITY SUBSIDY, YOU WILL NOT QUALIFY).
- WE CAN ONLY HELP WITH UTILITY ASSISTANCE EVERY TWO (2) YEARS.

August 5, 2015