



The following are the requirements that must be met for all applicants seeking case management services:

- Proof of HIV
- Living in Florida (Seeking services at Compass proof of living in Palm beach County)
- Gross income at 400% or less of the Federal Poverty Level
- Not participating in local, state, or federal programs that provide the same services.
- Willingness to cooperate and provide truthful information

You must provide the case manager with the following documentation to be eligible for services:

Proof of HIV: One of the following is considered acceptable proof

- A confirmed positive HIV antibody test result (Reactive EIA/ELISA screening test) confirmed by **Western Blot** or **Immunofluorescence**.
- A positive HIV direct viral test such as **PCR** or **P24 antigen**.
- A **positive viral culture result**.
- A **detectable HIV-viral load** or **viral resistance test result**.

Medical Information:

- A list of all current doctors they are seeing and a list of all current medications
- Insurance Card for all household members: (If employed and employer does not provide insurance coverage please provide a letter from employer stating they do not offer insurance coverage.)

Proof of Income (must be at 400% or less of Federal Poverty Guideline):

- A copy of TPQY & SEQY (Work History from Social Security)
- The last 2 months of paystubs if working
- Social Security Statement
- Letter of Support (If client is receiving support from anyone) They'll need to provide a letter from the person supporting them stating they are supporting them & if also living with the individual bring a copy of Utility bill with that person's name on it.
- Letter from Unemployment: (A copy of stub from check for the past two months)
- If receiving Food Stamps bring EBT card
- Last 2 months of bank statements: Checking & Savings
- Tax Return from the past year

Identification:

- One Photo Identification: Driver License, Identification Card, Passport, School ID, or Health Department ID.
- Social Security Card for all household members
- Birth Certificate for all Household members under 18

Proof of Palm Beach County Residency:

- Proof of Mortgage or Lease agreement: With landlord's name on it
- A current utility bill: Water bill, Phone bill, or Electric bill
- Recent School Records
- Letter from whom the applicant resides with
- Homeless shelter/ Social Services Agency letter on letterhead
- Property Tax receipt
- Current voters Registration card
- Lawful Permanent Residency
- US Visa- Immigrant
- US Visa- Nonimmigrant
- Prison Records (if recently released)