



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 following documentation in order to determine if you are 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**

Proof of Income-must be at 400% or less of the Federal Poverty Guideline:

(One of the following is considered acceptable proof)

- A copy of TPQY & SEQY (Work History from Social Security)
- If employed two to three months of pay stubs to determine estimated yearly income
- Social Security Benefit Letter
- 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 showing benefit: A copy of stub from check for the past two months.
- If receiving food stamps bring EBT card
- Tax Return from the prior year
- Self-Employment verification form.

Identification:

(One of the following is considered acceptable proof)

- 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:

(One of the following is considered acceptable proof)

- Proof of Housing, Mortgage or Rent Agreement: With landlord's name on it
- Current Utility Bill, with Name and Address (Water, Phone, 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
- Permanent Residency ('Green Card')
- US VISA-Immigrant
- US VISA-Nonimmigrant
- Prison Record (if recently released)

Insurance Information:

(if applicable)

- Insurance card of all household members.
- If employed and employer does not provide insurance coverage please provide one of the following:
 - A letter from employer stating they do not offer insurance coverage
 - Community Services of Palm Beach County Insurance Verification Form
 - Employee Handbook stating insurance is not provided