

Continuing Hope Counseling LLC

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Client Assistance Program Eligibility Form

Eligibility for this program is based on financial need.

Proof of income is required to qualify for the Client Assistance Program (CAP). Along with this application, you will need to submit a **statement of earned income**, which may be obtained from the Federal Building on 12th Street. As an alternative, you may submit your most recent **income tax return**, or your **two most recent pay stubs**. The information must be updated every six months and anytime your income, household size and/or medical insurance status changes. Whether or not a discount has been applied to your fee(s), you are responsible for full payment of your bill.

Name _____ Date of Birth _____
Last First Middle

Address: _____ Phone: _____

List your name and the name(s) of all individuals who live with you and contribute to or are supported by the household income:

Name	Relationship	Age	Sex	Employer	Income

If you need more space, please continue on Attachment 1.

Are you currently employed? Yes _____ No
Where

Do you work seasonally? Yes _____ No
Where

How much money do you bring in per month? \$_____ Annually? \$_____

Are you homeless? Yes No

If you are not working, how are you meeting your monthly expenses?

Do you currently have health insurance? Yes No

If yes, please provide the following insurance information:

Primary Insurance: _____
Address: _____
Phone #: _____
ID #: _____
Group #: _____

List all earnings and benefits that you are receiving in your household:

Yes	No	Category of Earnings	\$ Amount per month/year
		Wages, salary, and tips before deductions	
		Unemployment Compensation	
		Worker’s Compensation Benefits	
		Social Security Benefits	
		Supplemental Security Income	
		Public Assistance/Alaska Temporary Assistance Program/ ATAP Cash Assistance	
		Veteran’s Benefits	
		Military Subsidies (BAH, BAS, COLA)	
		Survivor Benefits	
		Pension or Retirement Income	
		Interest	
		Permanent Fund Dividend (PFD) from State of Alaska	
		Dividends (not including Alaska PFD)	
		Rents, Royalties, Estates and Trusts	

		Educational Assistance for general living expenses (Grants & Scholarships)	
		Alimony	
		Financial Assistance from Outside the Household (Foster Care, etc.)	
		Strike Benefits	
		Other Income	
TOTAL			

Please list two references who are not living with you:

Name	Relationship	Address	Phone	Years Known

I authorize CHC to verify information provided on this application. I also authorize all government agencies, employers, financial institutions and any companies, agencies or persons listed herein to provide information about me to CHC. I understand that false statements made on this application are punishable. I certify that the statements regarding the persons and income in my household are true and correct to the best of my knowledge. I further understand if any information is found inaccurate, I may be denied a discount and/or subject to criminal prosecution for knowingly providing false information. I agree to notify CHC of all changes in income, address, living arrangements, number of household members and/or other circumstances. I understand that the information given above will be kept confidential, except for the purposes noted above, and not released without my written permission. I also understand that if I do not agree with any decision made concerning this application, I have the right for a review in writing.

Signature _____ Date _____

Printed Name _____

Declined: _____ Reason: [] Over Income [] Other____
Client Signature

STAFF USE ONLY

Verification of household size and income

Breakdown (carryover from pg. 2)

Household Size _____ Total Amount per Month \$ _____

Verified with: Pay Stub(s) Tax Form(s) Letter Other _____ Date: _____

Verified By _____ Effective Date _____

Expiration Date _____

Income:

- ≤ 100% FPL (Nominal Fee) 134 – 167% FPL (50%)
 101 – 133% FPL (25%) 168 – 200% FPL (75%)

-----**COMPLETE ONLY IF APPROPRIATE**-----

15 Calendar Day Grace Expires on: _____

Verification Needed: Pay Stub(s) Tax Form(s) Letter Other _____

I have been advised that I must provide proof of income to the center within fifteen (15) calendar days to receive the discount. I also have been advised that if I do not provide verification of my income by the above date, I will be required to pay 100% of the fee.

Client Signature

Witness Signature

ATTACHMENT 1

Name	Relationship	Age	Sex	Employer	Income