



DOCUMENTS THMP WILL ACCEPT

This form has examples of documents THMP will accept. This list does not have all documents that THMP will accept. Call your local agency or THMP at 800-255-1090 with questions about documents.

You must fill out the whole paper or online application. Go to [TakeChargeTexas](https://www.takecharge.texas.gov) to complete the application online. THMP needs the most up-to-date information. Please sign and date the application before you turn it in.

You can find the most current application at tct.hhs.state.tx.us.

1) THMP requires proof of diagnosis:

Lab Documents	• Must show a detectable viral load • Confirmatory lab results of diagnosis • EHARS (Surveillance) confirmatory results
Written Statements	• Your prescribing medical provider must sign and date
THMP Medical Certification Form (MCF)	• Your prescribing medical provider must sign and date

2) THMP requires proof of where you live. This proof must have your full name and be current and valid. If you are a student living outside of Texas to attend school, you may apply for THMP if you have:

- a denial letter from ADAP in your school's state,
- proof of the address where you live in Texas, and
- proof of school enrollment.

3) THMP requires proof of your current income. We need to know how much money you earn and how often you get paid. If you are married, we also need proof of income for your spouse. This includes if you are common-law married. We also need to know how many children aged 17 and younger live with you. This includes your biological or adopted children and your stepchildren. We use this information to figure out your family and household income.

If you do not earn income, we can accept other proof:

If you are a student:	Provide a letter that shows you are in school and your current financial aid award letter. This letter needs to be from your school, not from FAFSA.
If you pay your bills with savings:	Provide a copy of your most recent bank account statement. The bank statement should show deposits and withdrawals.
If you pay your bills with child support:	Provide your child support letter from the Office of the Attorney General. If your child support is an informal agreement, we can take a letter from you <u>and</u> the other parent. Your child support document needs to say how much you get and how often.
If you are homeless:	Provide a letter from the shelter or agency worker about you and where you get mail.
If somebody else supports you:	Provide a copy of the THMP Supporter Statement. The person who supports you needs to fill out and sign the statement. Check all boxes that apply.

THMP may ask for more information. This may include items such as a copy of your most recent IRS Tax Return Transcript or IRS Proof of Non-Filing.

Examples of Documents THMP will Accept

<u>Proof of Residency</u> Choose one. Proof must be where you live and include your name.	<u>Proof of Income</u> Choose one. Proof must show one month's worth of income.	<u>Proof of Insurance</u>
Motor Vehicle Records: - Valid, unexpired vehicle registration - Valid, unexpired Texas driver's license - Valid, unexpired auto insurance card State Documents: - Valid, unexpired Texas driver's license - Valid, unexpired Texas state ID card - Active Medicaid, SNAP, or TANF benefit award letters - Unemployment benefit letter Federal Documents: - Current Social Security, Medicaid or Medicare benefit letters, USPS receipt showing you changed your address, IRS Tax Return Transcript, IRS Verification of Non-Filing, 1099, or W2 - Current voter registration Copies of Bills (within 30 days from your signature date on application): - Mortgage or housing rental agreement with signature page - Property tax documents - Utility bills: electricity, gas, land-line phone, cable, or internet Other Documents (within 30 days from the client signature date on application): - Current employment records (pay stubs), proof of school enrollment, financial aid approval letter - Mail addressed to you that has envelope date-stamped with post-mark or meter mark from USPS, not just the envelope, we will NOT ACCEPT mail from THMP - A letter from the shelter or agency enrollment worker (signed and dated) to verify homelessness. - Supporter Statement (<i>must select room, rent, or mortgage</i>) - Letter from agency enrollment worker (if all required information provided)	Current Pay Stubs from Employment: - Paystubs (30 continuous days of payment within the last 60 days) - New hire letter from employer Award Letters: - Social Security Disability - Social Security Income - Veteran's benefits - Retirement benefits - Alimony benefits - Unemployment benefits Income Verification Form: - Paid in cash or proof of a new job (for new job, include paystubs received, even if you only received one) Self-Employment: - Copy of Tax Return forms or Tax Return Transcript (must be signed and dated by you or a tax preparer, or must include IRS Proof of E-filing) - DSHS self-employment log that shows earned income from the last 30 days. The log should include the type of work you do, how often you get paid, and the form of payment you receive (cash or written check). The log must be signed and dated Other: - Agency statement (must be on letterhead, signed and dated, include wages, employer name, frequency of pay, and give the reason why the client cannot provide pay stubs or Income Verification form with their application)	If you have health insurance: - Copy of your insurance card (front and back) - Medicare letters and Insurance letters - TIAP-PLUS Insurance Client Agreement - Proof of insurance coverage, current billing premium payment invoice If you want to see if you are eligible to continue your COBRA benefit, provide the following: - Proof of health insurance termination - Copies of COBRA paperwork, and a copy of insurance card (front and back), including a copy of your prescription benefit card - If you are eligible, THMP will pay your COBRA premium, prescription deductibles, and medication copayments If your insurance ended less than 90 days ago: - Submit proof policy ended such as a Certificate of Creditable Coverage or Certificate of Prior Coverage