INFORMATIONAL INSTRUCTIONS

Can I get help completing my application?
Yes, you may contact any of our clinic sites and ask to speak with the Care Coordinator. She will try to answer your questions over the phone. If you would like to speak with a Care Coordinator in person, please request an appointment with the Care Coordinator at the clinic.

If a question or section does not pertain to me, can it be left blank?
No, we cannot assume an unanswered question or section means it does not relate to you. One of the requirements when applying for financial assistance with LRHC is a **complete** application. If a section or question does not apply, write in quotes "N/A" for not applicable.

I do not have all the documentation requested but the application form is complete. Can I send what I do have?
No, you must return a complete application with all the appropriate documentation. Incomplete applications will be destroyed without notice if not all required documentation is received within 30 days. Extensions will only be made on a case by case basis for extenuating circumstances and must be requested by contacting the Care Coordinator at the clinic site.

What is Co-Head of Household?
Significant others, unmarried partners

What year of my Federal Tax Return do I send?
If completing the Financial Assistance application between January and March, LRHC will accept the previous year i.e. 2010 federal tax return. If completing the Financial Assistance application starting April 1st, LRHC will only accept the current year i.e. 2011 federal tax return.

Why do I need to send my Federal Tax Return when my current income/employment is different?
The Federal Tax Return is used for assets, capital gains, rental income, interest income and dividend income purposes. Your 3 most recent pay stubs will be used to calculate annual wages.

Can I send my W2's and not my Federal Tax Return?
No, there is a difference between your W2's and your Federal Tax Return. One is simply a copy of your earnings vs a recording of your total income; hence we require a copy of your Federal Tax Return. W2's cannot be used as a substitute. We also do not accept summaries or E-files of Federal Tax Returns. If you do not have a copy of your Federal Tax Return, you can contact the IRS at 1-800-829-1040 and request a transcript at no cost.

I do not do a quarterly profit and loss for my business. Can I just send my current Federal Tax Return?
If you are a self employed sole proprietor, Partnership or Corporation, you will need to provide us with the most current Federal Tax Return and the current year quarterly profit and loss statement. Even though your business may not complete a profit and loss, it is a requirement when you apply for the Financial Assistance Program. If you are filing as a Partnership or Corporation we will need those Federal Tax Returns as well as your personal Federal Tax Return.

What is a benefit award letter?
Whether you are receiving social security or disability benefits, it is the yearly letter that social security sends notifying you of your monthly eligible benefits.

I am a full time college student. Can I apply on my own?
You would need to provide a copy of your parent's Federal Income Tax Return to prove that you are not being claimed as a dependent on their return. If you are being claimed as a dependent, your eligibility would be based on the income reported on your parent's tax return. You would also need to provide back-up of your income and up to $480 annually would be counted toward the total household income. If you are not claimed as a dependent, your total income must be reported with documentation provided and will be included in the calculation of your eligibility.

I have no income and my relative pays for my rent, food, heat, etc. How do you calculate my eligibility?
Complete the entire application. Your relative will need to give you the information for the "No Income – Household Expenses" section. The value of the accommodations you are receiving from your relative will be calculated per household member and considered income for you.

Note: The same is true for individuals living with friends or significant others.

I have a roommate who shares my apartment/house with me. He/she does not provide me with any direct support. We each have our own income and we each pay our own bills. Do I have to report his/her income as household income?
No. You would only have to claim his/her income if they were providing you with any support.

What is a tax assessment?
This is the tax bill you get yearly from your town clerk or tax collectors office. It will say "Tax Bill" or "Property Tax Bill". It gives the current housesite value, housesite municipal tax and housesite education tax values.

Where do I get the "book" or loan value for my recreational vehicle?
If you have access to a computer you may go on line to look up the year, make and model for an estimate at www.nadaguides.com. If you do not have access to a computer, you may contact a local dealer. Have them write down the book value for you and record it on the application.

Why was the verification I sent for my bank account(s) not accepted?
We require a copy of the original bank statement(s). If this is not available we will only accept a substitute statement which has the following: bank name, client name, type of account, current date and current balance. Each of these items must be professionally printed and not hand written.

If I have assets, will I qualify for financial assistance?
Possibly, it will depend on the value of your assets. Having assets does not automatically disqualify you for financial assistance.