

## **Financial Eligibility:**

Individuals applying for ADAP must have a gross household income that is equal to or below 500% of the Federal Poverty Level. Persons who are part of a household (legal spouse and/or those who they support) must include proof of all household income.

The preferred form of documentation is a copy of the client's U.S. Individual Income Tax Return for the most recent prior tax year. If the client is unable to produce a tax return, one or any combination of the following forms of documentation may be substituted for annual income verification:

- Copy of W-2 form(s) for the most recent prior tax year;
- Copy of most recent pay stub showing year-to-date earnings and the employer's name and address;
- Copy of Unemployment Insurance benefits notification letter and most recent check stub;
- Copy of current Social Security benefits notification letter or check;
- Copy of current Workforce Development earnings statement showing at least four recent prior quarters;
- VA disability award letter;
- Bank statements showing automatic deposits of income

**An applicant is automatically income eligible**, if he/she can provide proof of eligibility for one of the following programs: (Current documentation less than six months old is required)

- MaineCare
- Food Stamps
- Special Low Income Medicare Beneficiary (SLIMB)
- Qualified Medicare Beneficiary (QMB)
- Temporary Assistance for Needy Families (TANF)
- WIC (Women, Infant and Children)

## **Verification of Income:**

Client enrolled in case management must show proof of income to their case managers on a yearly basis. The case manager will then update the income verification tab in CAREWare, which will serve as proof of income for the ADAP program. The ADAP program will check CAREWare for proof of income when enrolling a new client and when recertifying clients.

Clients not enrolled in case management will be required to send the ADAP proof of income once a year as part of the recertification process. If the client is enrolled in one of the programs that make them automatically income eligible, the ADAP will check ACES and/or WELFRE for proof of income.