

Appendix

Appendix A:

Acceptable Residency Documentation

- Please provide one form of acceptable proof of residency from the list below. Documentation must be current (e.g. current lease, recent utility bill, etc.). Acceptable proof of residency may include, but is not limited to, the following:
 - Current notice of decision from Medicaid
 - Valid Maryland driver's license or Maryland Identification Card dated within the last 12 months
 - Voter registration card dated within the last 12 months
 - Current signed and dated lease (within 12 months) or mortgage agreement
 - Rent receipt, dated within the last 60 days
 - Current utility bill, dated within the last 60 days
 - Letter from a government agency, signed and dated within the last 60 days and mailed to the client's home
 - Letter from a case manager on agency letterhead, signed and dated within the last 60 days and mailed to the client's home
 - Bank statement showing current address
- Unhoused applicants may provide a letter stating that they do not have a home. The letter must be written on agency letterhead and be signed and dated within the last 60 days. A-2 Verification of No Income Form may be submitted. The following individuals may verify that the client is unhoused with the A-2 form or letter:
 - Case manager
 - Housing manager
 - Any staff member employed by an agency who receives Ryan White support
 - Supporting relative or friend

Appendix B:

Acceptable Income Documentation

- Income includes any income earned through employment, disability, public benefits, etc. Forms of income include, but are not limited to, the following:
 - Employment income
 - Retirement income
 - Unemployment benefits
 - Social Security Disability Insurance (SSDI)
 - Income for dependents
 - Alimony payments
 - Private disability
 - Rental property income
 - Interest income or other investment income
 - Cash support from family and friends
- Income information should be collected for the client and individuals over the age of 18 who share financial responsibility. All income must be current, signed, and dated (e.g. current year award letter, recent pay stubs, etc.). Acceptable proof of income may include, but is not limited to, the following:
 - One month of consecutive pay stubs
 - Tax forms (W-2 form or 1099)
 - Letter on letterhead from employer stating hourly wage and hours worked per week
 - Pension benefits letter
 - Retirement benefits check or letter
 - Unemployment income check or letter
 - Disability benefits check or letter
 - Social Security check or award letter
 - Alimony Agreement Letter
 - If receiving support from family and friends, signed statement documenting who provides monetary support, and the frequency of the support
 - If no income, the A-2 Verification of no Income form may be submitted