



*Need an appointment to set up or continue
housing assistance (HOPWA),
prescription drug assistance (ADAP),
or health insurance premium assistance (OAHIPP)?*

**Call the [Access Support Network](http://www.asn.org)
at 805-781-3660.**

New Client Intake Checklist

Use this checklist to make sure that you have everything you need for your intake appointment!

Photo ID

- Driver's License
- State Issued ID Card
- United States Passport, Permanent Residence Card, Work Permit, etc.
- School Identification Card
- Matricula de Consular (Consular Identification Card)

Proof of Income

- Check Stub with Year-to-Date Amount
- Recent State or Federal Tax Return with attached 1099 or W-2
- Benefits Letter (i.e. Disability Award Letter)
- Support Affidavit

Proof of Residency

- Copy of Lease or Rental Agreement (required for HOPWA)
- Recent Car Registration
- Rent Receipt
- Social Security Disability Letter
- Recent Utility Bill
- Voter Registration Card
- Support Affidavit

Lab Report (with viral load and CD4 count & less than a year old)

Proof of Diagnosis

- A signed and dated letter or chart note from a licensed medical provider (your doctor) stating that you are HIV positive