

**PENN MEDICINE PRINCETON MEDICAL CENTER NEW JERSEY HOSPITAL
CARE ASSISTANCE PROGRAM**

REQUIREMENT LIST

To further assist us in processing your application for Charity Care, please provide copies of the documents listed below which pertain to your financial situation at the time of service. In addition to the signed application, you must include all of the following documentation for all siblings in the family size (this includes spouse and children only). If income is involved, you have a choice of providing 4 weeks, 13 weeks or 12 months prior to date of service. Also include your most recent Federal income tax returns.

Please be advised that any incomplete documentation or final eligibility determination from other programs will delay the application process and require Princeton HealthCare System (PHCS) to deny your application until the appropriate documentation is received.

Insurance Card: both front and back

Identification: Need to provide identification for all family members in the household. May provide one of the following documents for each family member: Valid driver's license, U.S. resident alien card (green card), passport or visa, social security card or birth certificate.

Proof of Residency in New Jersey Prior to Your Date of Service: May provide one of the following documents – PO BOX not acceptable.

Copy of driver's license, utility bill with your name/address for date of service, lease/deed, letter of support attached needs to be notarized from person who you live with/also a copy of his/her driver's license or utility bill attached, or dated mail with your name and address issued prior to date of service.

Assets: Must provide assets for all family siblings in the household.

Copies of bank statements showing balance as of date of service. If the statement is a printout, have it stamped and signed by the financial institution representative. This includes checking account, savings account, debit card account statements, CDs, IRA, retirement funds, stocks and bonds, equity in real estate (**other than primary residence**). If you have more than one property besides your primary residence it will be considered an asset. Deposits over your reported income may require an explanation.

Proof of Income - Employed Applicant:

Consecutive pay stubs or a letter from the employer verifying gross income, statements written by employer if wage earned is paid in cash, if no letterhead is available from employer, must provide letter with name, address and phone number or business card attached. Proof of unearned income, including but not limited to retirement pension, child support, alimony, VA benefits, Social Security Award letter, SSI Award letters for all family members, unemployment or State Disability record or other financial contributions. Complete copy of your tax return for last year.

Proof of Income – Self-Employed Applicant:

If you are self-employed, you must provide a statement from a certified public accountant verifying your gross income, including a list of expenses, then net income. (The same information is required for those who had a loss in their business net income total and explanation of how supporting yourself/family if no income.) If no accountant and tax returns are self-prepared, please request a transcript from IRS.

Attestation Documents:

Attestation Document - Patient must sign and date all that apply.

Spouse's Attestation Document - Spouse must sign and date all that apply.

Letter of Support - must be signed by the person with whom you reside (other than a spouse) that is helping to support you.

Should you have any questions regarding eligibility requirements, please contact the PHCS Financial Counselor at 609-853-7852.

Please mail your completed application and supporting documents to:

**PMPH's Patient Access Services, Financial Counselor, One Plainsboro Road, Office #T1144,
Plainsboro, New Jersey 08536;**

Or deliver in person to the Financial Counselor, Patient Access Services, located near the Atrium on the first floor or at 609-853-7852, Monday through Friday from 7:30 AM to 4:00 PM.