



Caring People Dedicated
to Quality Service

Document Checklist for Enrollment

Please bring copies (or originals if available) of the most recent/current documents listed below to help us complete your enrollment in one visit.

Are you seeking services for yourself? If yes, please provide the following information

Government- issued photo ID (Texas Driver License or Texas ID)

Social Security Card

Insurance Card (if applicable)

Proof of Income

Proof of Residence

Are you seeking services for a child? If yes, please provide the following information above including

Child's Birth Certificate

Adoption Court Documents

Guardianship Court Documents

Insurance

Current Medicaid, Medicare or Private Insurance Card

Proof of Income

W-2 from prior year

Last 2 current pay stubs

Current bank statement

Current social security award letter (if applicable)

Proof of Residence

Current Utility Bill

Lease Agreement

Annual Financial Update Policy: Financial documentation must be updated once every 12 months or as needed. Services will be billed at the standard (full) rate of 100% if documents are not provided.

If you don't have an item please tell us at your appointment so we can discuss alternatives such as emailing them to our enrollment specialists.