



P.O. BOX 3698
Cathedral City, CA 92235-3698
(760) 324-7586

INTAKE INFORMATION PACKET

Appt. Date: _____ Time: _____

Appointment with: _____

Clinic Appointment: _____

Lab appointment: _____

Please bring with you at your next appointment

In order to save time and to be able to provide you with immediately with needed services, you will need to complete the forms to the best of your ability and bring the documents listed below.

If you are not clear about any information in the packet leave blank and the case manager will assist you during your appointment. **PLEASE DO NOT CALL.**

Thank You.

1) Required Documents

- A. California Drivers License or ID card and /or another form of picture ID
- B. Proof of residence in Riverside/San Bernardino County
 - Any letter addressed to you or letter of support
- C. Proof of income or letter of support

If employed

- Check stubs for the last 4 weeks for all family members
- Letter form employer on letterhead stating your monthly income

If self-employed

- If self employed copy of previous tax year
- Extension letter form IRS if you did not file
- Three (3) most recent bank statements

If not employed

- Current Disability letter if you are not working
- Retirement and or pension check stub/copy
- Letter stating source of support from family/friends who provide housing and/or food
- Unemployment check stub and/or statement from EDD
- Proof of alimony or child support judgments and payments
- All other sources of income

- D. Verification of HIV/AIDS Status/Diagnosis
- E. Social Security Card
- F. Verification Insurance (MISP, Medical, Medicare)
- G. You may be required to provide additional information after you application has been reviewed.

I understand that I may be asked to prove my statements and that my eligibility statements will be subject to verification by contact with my employer, bank, institutions, credit verification, property searches, and other government programs such as NISP, Medical, Medicare, and /or Veterans Administration.

I further understand some services may not be available to me until all documents are received. I understand service not provided by WW I will be referred out.