

INSURANCE ASSISTANCE PROGRAM (IAP) & IAP-PLUS APPLICATION CHECKLIST

Michigan Department of Human Services

Completed Application:

- Page 4 signed and dated by client
- Page 4 signed and dated by witness (a witness is anyone over the age of 18 years that the client chooses to have sign on their behalf)
- Dr's page (page 5) completed and signed by Dr or Nurse Practitioner with license number included
- Release (page 6) signed and dated by client
- Income Verification:
 - One month's worth of pay stubs from current job (pay stubs from previous employer is NOT considered current income).
 - Unemployment / Social Security / Pension
 - ▼ Award Letter
 - ▼ Check Stub
 - ▼ Current bank statement showing direct deposit
 - Self-employed – copy of SIGNED 1040 with Schedule C tax return from the previous year.
 - Living off of assets – 1) current bank statement showing client's name and balance amount **and** 2) a letter signed and dated by the client stating that they are currently living off of their savings.
 - No income – complete the "Support Verification Form" (page 7 of the application). Dollar amounts must be indicated on the form.

Call to discuss other situations

- Copy of a valid driver's license (or other form of government issued photo ID which includes the client's signature)
**Make sure the photo can be seen and the copy is not too dark.
- Copy of COBRA election forms or Insurance bill (the original election form should be mailed to the COBRA Administrator and send copies with the IAP/IAP-Plus Application).

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.