



List of Documents Needed to Apply for UNM Care or Out-of-County Care

We ask you to submit certain **supporting documents** along with your application for UNM or Out-of-County Care. That's because we need to confirm –

- Who you are (identity)
- Where you live (address)
- How much money you make (income)
- How much money you have in your bank and investment accounts (assets)

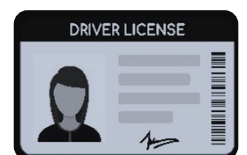
UNM Hospital Financial Assistance will review your application and supporting documents and let you know if they need any other documents from you.

Below is a list of the documents that we will accept. But if you don't have the documents listed here, let us know. We will work with you to find a solution.

Who You Are (Identity)

We will ask you for 1 of these documents for **each person in your household**. These documents help us verify your identity and the identity of everyone who lives with you. We will accept any of the documents listed below (copies only please).

- Passport (foreign or U.S.)
- Birth certificate (foreign or U.S.)
- Photo ID (driver's license, government-issued I.D., work or school I.D.)
- Social Security card
- Certificate of Indian Blood
- Divorce papers
- School records or day care center records
- Other government records, such as a visa (expired visas are acceptable)
- Statement from a case worker, community health worker, health care provider, or community agency who knows you and your situation



If you don't have any of the documents listed, let us know. We will work with you to find another document to meet the proof of identity requirement. Remember, you do **not** need to have U.S. citizenship or a certain immigration status to qualify for UNM Care or Out-of-County Care.

Where You Live (Address)

We will ask you for a document with your name and address on it. If you are applying for UNM Care, it should show that you live in either Bernalillo County or Sandoval County. If you are applying for Out-of-County Care, it should show that you live in another New Mexico county (not Bernalillo or Sandoval). **You only need one of these documents for the whole household.** We will accept any of the documents listed below (copies only please).

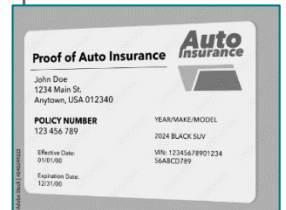
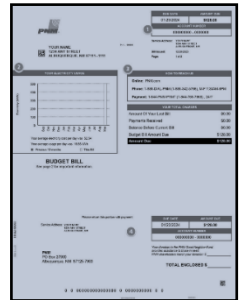
- Pay stub
- Car insurance
- Utility bill (electric, gas, water, phone, internet)
- Lease, mortgage, or property tax document
- Other bill or statement
- Proof of enrollment of self or child in an educational institution
- Income tax return
- Social Security, disability, pension, or retirement document
- Statement from a case worker, community health worker, healthcare provider, or community agency who knows you and your situation

If you don't have any of the documents listed above, let us know. We may be able to work with you to accept different documents.

How Much Money You Make (Income)

We will ask you for documents to show how much money you and everyone in your household earns in a month. We will accept any of the documents listed below (copies only please).

- Pay stubs
- Income tax return
- Letter from employer stating your monthly income
- Direct bank deposits
- Letter or copies of checks from Social Security, Worker's Compensation, Veterans Affairs, or Bureau of Indian Affairs



How Much Money You Make – continued

- Self-employment bookkeeping records
- Statement from a case worker, community health worker, healthcare provider, or community agency who knows you and your situation

If you are homeless, in bankruptcy, or receiving SNAP, TANF, or WIC benefits, you don't need to submit proof of income documents.

If you can't prove your income, or you don't earn an income, you can write a statement saying that. Your statement should say how you pay for daily expenses like food, housing, and transportation.

If someone you know helps you financially, they will need to write a Letter of Support. In their letter, they should describe how they support you, what they pay for, how much they pay, and how often. Make sure you and the person supporting you sign the letter and submit it with the other documents.

You could also complete the Income Declaration Form found on our website.

How Much You Have in Your Banking and Investment Accounts (Assets)

To qualify for UNM Care or Out-of-County Care, you can't have more than \$20,000 total in your bank accounts (checking and savings) and investment accounts. We will not ask you to cash out your retirement fund, bonds, certificates of deposits (CDs) to pay for your medical bills. However, if you have already cashed them out during the year, or if the funds matured during the year (this means the date has come when your investment must be paid out to you), those funds will be counted as income.

We will accept recent account statements for any checking, savings, and investment accounts you have (copies only please).

Note – Your home, car, and retirement fund are not included. You don't need to submit any documents about those.



What if I don't have the supporting documents?

If you don't have these supporting documents, please talk to us! We are willing to work with you to find a solution.

UNM Care or Out-of-County Care may approve other documents that are not listed here.

What if I have questions or need help?

Visit us –

Main Financial Assistance Office
1131 University Blvd, Suite D
Albuquerque, NM 87102

Call us –505 272-2521

Go to our website –

For more information, our full Financial Assistance Policy, and translations of these documents, please go to our website—

<https://unmhealth.org/patients-visitors/billing-insurance/>

You can also view the application for UNM Care and Out-of-County Care here. But you need to make an appointment to apply for either program. Please call 505 272-2521 to schedule your appointment with a Financial Services Representative.

