



The following are the requirements that must be met for all applicants seeking Case Management services:

- **Proof of HIV**
- **Proof of Palm Beach County Residency**
- **Proof of income (Gross income at 400% or less of the Federal Poverty Level)**
- **Not participating in local, state or federal programs that provide the same services**
- **Willingness to cooperate and provide truthful information**

You must provide the Eligibility Specialist with the following documentation to be eligible for services:

Proof of HIV: One of the following is considered acceptable proof

- A confirmed positive HIV antibody test result (Reactive EIA/ELISA screening test) confirmed by Western Blot or Immunofluorescence.
- A positive HIV direct viral test such as; PCR or P24 antigen
- A positive viral culture result
- A detectable HIV-viral load or viral resistance test result

Proof of Palm Beach County Residency: One of the following is considered acceptable proof

- Florida Driver's License or Photo ID with current PBC address
- Current Utility Bill, with Name and Address (Water, Phone, or Electric bill)
- Proof of Housing, Mortgage or Rent Agreement: With landlord's name on it
- Letter from whom the applicant resides with
- Current voters Registration card
- Homeless shelter/Social Services Agency letter on letterhead
- Property Tax receipt
- Recent School Records
- Permanent Residency ('Green Card')
- US VISA-Immigrant
- US VISA-Nonimmigrant
- Prison Record (if recently released)

Proof of Income: Provide all that apply (Must be at 400% or less of the Federal Poverty Guideline)

- If employed: two months of recent consecutive pay stubs
- Social Security Benefit Letter
- A copy of TPQY & SEQY (Work History from Social Security)
- Letter of Support (If client is receiving support from anyone) They'll need to provide a letter from the person supporting them stating they are supporting them & if also living with the individual bring a copy of Utility bill with that person's name on it.
- Letter from Unemployment showing benefit
- Previous Year Tax Return
- If Self-Employed: Complete verification form (requires 3 months of income information)

Identification:

- One Photo ID & Social Security Card for all household members
 - Driver License, Identification Card, Passport, School ID, or Health Department ID.
- Birth Certificate for all Household members under 18

Insurance Information: If applicable

- Medical, Dental and Vision Insurance card(s) of all household members
 - If employed and employer does not provide insurance coverage please provide a letter from employer stating they do not offer insurance coverage

Social Security Locations and Hours

West Palm Beach

SUITE 2

801 CLEMATIS STREET

WEST PALM BEACH, FL 33401

Monday, Tuesday, Thursday, and Friday-9:00 AM-4:00 PM

Wednesday-9:00AM-12:00PM

Boca Raton

SUITE 400

621 NW 53 ST

BOCA RATON, FL 33487

Monday, Tuesday, Thursday, and Friday-9:00 AM-4:00 PM

Wednesday-9:00AM-12:00PM

Belle Glade

925 SE 1ST STREET

BELLE GLADE, FL 33430

Monday, Tuesday, Thursday, and Friday-9:00 AM-4:00 PM

Wednesday-9:00AM-12:00PM

Social Security services are also available through Social Security's toll free telephone (at 1-800-772-1213 or TTY-1-800-325-0778) as well as the agency's website at www.socialsecurity.gov. Some of the services available on our website include:

- Apply for Social Security retirement/spouse/disability benefits
- Get a replacement Medicare card.
- Apply for extra help with your Medicare prescription drug cost
- Get a form 1099

We encourage everyone to create a my Social Security account (www.socialsecurity.gov/myaccount) where they can get their online Social Security Statement, request a benefit verification letter, and change address or telephone numbers.