**TEXAS RESIDENTS**

**Proof of Residence (required for Intake Process)**

Please bring one of the following:

* Utility Bill (water, electric, gas no more than 60 days old) We do not accept cable or cell phone bills
* Lease
* Rent receipt
* Letter from the shelter stating that you are staying there

If your name is not on the Utility bill, lease, or rent receipt please bring:

* Utility bill/lease/rent receipt of wherever you are staying AND
* A letter from whomever is on that bill stating you live at that residence OR
* Have them complete the “Letter to Certify Residence” form.

**Proof of Income**

Please bring all that apply: *(If married, proof of spouse’s income must also be provided)*

* Paycheck stubs from the last month
* Letter from the shelter stating you have zero income and they are supplying food and shelter
* Letter from employer (on letterhead) stating how many hours you are working and the hourly wage
* Letter from unemployment stating how much you are receiving
* Copy of benefit check or benefit letter from SSI
* Proof of child support
* If self-employed, bring tax return from previous year or bank statement
* Proof of food stamps and/or TANF

*If you have no income, please bring:*

* A letter from whoever is supporting you stating you have zero income AND they are supporting you OR
* Have the person supporting you complete the “Letter to Certify Financial Support” form

**Proof of Insurance (**if applicable**)**

* Current insurance card(s)

**Proof of dependents** (if applicable**)**

If you have children living with you under 18 that are legally yours, please bring:

* Social Security card(s) OR
* Birth Certificate(s)

**Picture ID (required for Intake Process)**

Please bring any of the following:

* Driver’s license
* Prison ID
* Bus Pass
* Shelter ID
* Student ID
* Or any other card with your picture on it

**Proof of military status**

* Copy of the DD214 form
* DL reflecting veteran status
* VA card
* DOD retired veteran ID card

3800 Hulen Street Fort Worth, TX 76017

Walk in: Monday-Friday 8AM-2PM

601 W Sandford St 2nd Floor Arlington, TX 76011

Walk in: Friday’s Only 8AM-2PM

Please send all document to:

[Access2.care@mhmrtc.org](mailto:Access2.care@mhmrtc.org)

817-569-4930

817-569-4580

Telehealth Available