

Virginia AIDS Drug Assistance Program (ADAP) Financial Eligibility Determination

Financial eligibility for ADAP is determined through assessing yearly family income to determine percentage of Federal Poverty Level (FPL). To be eligible for ADAP, the applicant must have a gross family income less than 500% FPL.

Notes on Income:

- If you are pregnant, you may claim your unborn child as a family member for this application.
- Definition of Family Income – For purposes of ADAP eligibility, “Family” includes applicant, legal spouse (husband or wife), and dependents. “Family” may also include unmarried adults who identify as a family unit and pool or co-mingle income. (For example, a client lives with a companion, shares a lease or mortgage, and both pay food utilities, etc., could be assessed a family unit of two.) Income from all defined “Family” members will be considered when determining Family Income. If the applicant is younger than 18 years old, income is considered for each parent living in the home unless there are extenuating circumstances that would result in undesired disclosure of the client’s health status.
- A husband and wife who are separated and are not living together shall be considered separate Family units.

Proof of Income

The following documentation examples can be used as proof of income. Specific client circumstances may require additional considerations.

1. Most recent tax return: If a client files taxes, the client is required to submit their most recent tax return as proof of income. Clients who do not file taxes may submit other forms of income documentation as listed below.
2. Employment income: Copies of the three most recent, consecutive pay stubs that show gross income and payroll deductions. If it is unclear how often a paycheck is issued (weekly, biweekly, monthly, etc.), a statement may be obtained from the employer on company letterhead. If the employer does not provide pay stubs, a letter from the employer on company letterhead with the following items is required: 1) gross monthly pay and how often client is paid, 2) a specific statement verifying that the employer does not provide actual pay stubs, 3) a statement that the applicant receives no health insurance through the employer, and 4) the name, signature, job title and phone number of the person writing the letter. A notarized complete copy of the most recent Federal Income Tax Return may also be considered as documentation.
3. Self employment income: A notarized complete copy of the most recent Federal Income Tax Return is required, including all applicable attachments.
4. Veteran’s or other retirement benefits: A copy of the benefit award letter or any other official documentation showing the amount received on a regular basis. If the benefit is being directly deposited into a bank account, a bank statement can be used as proof of benefit if the statement lists where the deposited amount is coming from.
5. Net rental income (after expenses): A complete copy of the most recent Federal Income Tax Return.
6. Alimony/child support: A copy of the benefit letter or any other official documentation showing amount received on a regular basis.
7. Government benefits and/or award (such as Social Security and unemployment benefits): Copies the award letters showing current dollar amounts received. If the benefit is being directly

deposited into a bank account, a bank statement can be used as proof of benefit if the statement lists where the deposited amount is coming from, such as with Social Security.

Proof of No Income

If the client has no income, the client can provide the following:

1. Termination or layoff notice from most recent employer on company letterhead.
2. A “proof of no income” letter that identifies the source of the applicant’s food and shelter. This signed letter can be provided by an agency or shelter on appropriate letterhead, and should have a contact phone number if verification is needed.
3. If the applicant is dependent on a relative, friend, or some other non-agency source of support, the individual providing the source of support must provide the “proof of no income” letter. This letter must include a statement of the relationship to the applicant and a certification as to the truthfulness of the letter; along with a statement describing the extent of the support and that there is no knowledge of any income received by the applicant.