



Welcome to FAMIS! My name is Charleen Thompson and I look forward to helping you and your family with your insurance needs! The application takes approximately 30-45 minutes to complete.

The documents listed below are needed (*if applicable*) to apply for Virginia's State-Sponsored Health Insurance Programs (FAMIS Plus, FAMIS, FAMIS MOMS, and LIFC- Low-Income Families with Children):

- **Social Security Number:** Bring your Social Security Number. If you do not have a social security number, you need to show proof that you have applied for one. Non-citizens do not need to show proof of a Social Security Number to receive Emergency Services.
- **Proof of Citizenship:** A birth certificate for each applicant.
- **Proof of Pregnancy:** If you are pregnant, you must bring proof that you are pregnant. You must also show the baby's due date. You can get this information from your doctor or health care clinic.
- **Proof of Income:** You must show your earned and unearned (gross) income. Gross income is what you have before taxed or anything is taken out.

These documents include:

- Pay Stubs (Last 2 month) or W-2 forms
- Records of tips, bonuses and commissions
- Divorce decrees or support orders
- Policy numbers for current health insurance
- Information about any job-related health insurance available to your family
- Award letters or notices for Social Security, Supplemental Security Income, Unemployment compensation, Veteran's benefits, Pensions, Settlements or any other type of income.
- "Unearned" income is money you receive that is not a paycheck. i.e child support
- If you are self-employed, you should show a copy of last year's income tax return.
- **Proof of Insurance:** If you receive health insurance, you need to show a health insurance card. Or a document that includes the name of the health insurance company, the name of the person who has the policy and the policy number.
- **Expenses:**
  - Leases or mortgage agreements, rent receipts
  - Most recent utility and phone bills
  - Childcare expenses or cost of care for elderly/disabled adults
  - Medical expenses
  - Child support obligations paid by a member of the household

My office hours are Monday-Friday from 8:15am to 5:00pm, but can be reached anytime at 757-469-4436 if you have any questions or concerns.

Thanks,

Charleen Thompson