

# 3/16/15

Mr. John Doe

123 ABC Road

Apt 5

Caribou, ME 04736

Dear John Doe,

In order to complete your application for Access for Care, we need to receive the following documentation within **sixty (60) days** from the date of this letter:

Paystubs showing both the last 3 months and the last 12 months gross income

Last year’s tax return

Current year award letter for social security

Unemployment Benefit letter or weekly claims report showing current gross income

Worker’s compensation benefits or award letter showing gross income

Alimony or Child support determination letter from state or court system

Rental Income for the past 12 months

Statements showing dividend or interest amounts

Bank Statements

Mainecare denial letter

Proof of Maine residency

Earning/Housing Verification Form (Enclosed)

Other: anything can be typed in here

When all the required documentation has been gathered, please mail a copy to:

Pines Health Services

PO Box 40

Caribou, ME 04736

Or stop by our Business Office at:

24 Sweden St., Suite 101

Caribou, ME 04736

Please contact our financial counselors at (207) 498-1371, (207) 498-1617, or (800) 858-2279 ext 1371 or 1617 if you have any questions.

Sincerely,

Financial Counselor

