

# 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

 [x]  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)

[x]  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

