Pre-Exposure Prophylaxis Assistance Program (PrEP-AP)
Acceptable Enrollment Documentation Checklist

The documents below will assist you in completing your PrEP-AP application. Please review the acceptable supporting documents and provide one item from each section to your enrollment worker to determine your eligibility for the PrEP-AP. These documents are also accepted by the Gilead Patient Assistance Program to substantiate eligibility.

1. **Proof of Identity (only one form of ID is required)**
   - Proof of Identity and that client is 18 years old or older:
     - Driver's License/State ID Card
     - Non-Photo ID (i.e. birth certificate)
     - Passport
     - Photo ID from another country
     - Work Permit

2. **Proof of Residency (only one document is required for proof of residency)**
   - Proof of Residency – *Documents must be in the client’s name*
     - Rent or mortgage receipt dated within 30 days
     - Current Utility bill dated within 30 days (no mobile phone bill)
     - Employment paycheck stub dated within 30 days
     - Vehicle registration dated within one year (not expired)
     - Voter registration dated within one year (current year)
     - W-2 or 1099 dated within one year
     - Disability Award Letter dated within one year (SSI, SSDI)
     - Lease/rental agreement dated within one year
     - Residency Verification Affidavit

*Please note:* Persons who do not have the above residency documentation, may prove residency by completing and submitting the “Residency Verification Affidavit”. The Residency Verification Affidavit should be completed by the person who is providing support (i.e. housing) to the client, the client’s case manager, medical or social service provider, or enrollment worker.

3. **HIV Negative Status (must be dated within 6 months of PrEP-AP application)**
   - During initial enrollment and re-enrollment PrEP-AP clients are required to substantiate their HIV negative status.
     - Negative HIV lab results, or
     - Copy of a Patient Assistance Program approval letter from Gilead (Uninsured clients only), or
     - Gilead Patient Assistance Program Application signed by contracted clinical provider on the PrEP-AP Provider Network (Uninsured clients only), or
     - PrEP-AP Provider Referral Form signed by contracted clinical provider on the PrEP-AP Provider Network (Uninsured clients only)—will be provided at enrollment site and is not required to be signed by a provider if the client is
already on PrEP AND the client is already enrolled in the Gilead Patient Assistance Program.

4. **Proof of Income (applicants should provide all forms of income that apply)**
   - Proof of household size and household income
     - CA or Federal Tax Return with W-2 or 1099 (Cannot use W-2 or 1099 w/o tax return. Signed tax return or proof of electronic submission if no W-2 or 1099)
     - W2, 1099
     - Payroll Checks stubs for three consecutive months, dated within last 90 days
     - Unemployment Insurance Benefit Award Letter (require that maximum award amount is listed) or 3 current consecutive months of receipts
     - Bank Statement with Automatic Deposit (SSI only) for three consecutive months
     - Self-Employment Affidavit (must be dated)
     - Income Verification Affidavit
     - Supplemental Security Income (SSI) - *most recent award letter*
     - Social Security Disability Insurance (SSDI) - *most recent award letter*
     - State Disability Insurance (SDI) - *most recent award letter*
     - Social Security Retirement
     - Retirement/Pension
     - Employment Income
     - Unemployment Insurance (UI)
     - Spousal Support
     - Worker’s Compensation
     - Private Disability
     - Employment Income
     - Unemployment Insurance (UI)
     - Spousal Support
     - Worker’s Compensation
     - Private Disability
     - Investment Income
     - Veteran’s Administration Benefits (VA)
     - Foreign Income (IRS Form 2555)
     - Rental Income

5. **Proof of Enrollment in a Gilead Assistance Program (if already enrolled)**
   - Proof of enrollment in a Gilead Assistance Program
     - Copy of a Patient Assistance Program approval letter from Gilead (uninsured only and if already enrolled in the Gilead Patient Assistance Program before seeing a certified enrollment worker to enroll in PrEP-AP) (must be dated within 6 months), or
     - Copy of Co-Payment Coupon Card (insured only), or
     - Copy of Gilead Patient Assistance Program application signed by a contracted clinical provider on the PrEP-AP network (must be dated within 6 months).

6. **Health Coverage (provide any that apply)**
   - Medi-Cal
     - Copy of Medi-Cal Benefits identification card (BIC)
     - Medi-Cal denial letter, Proof of application and/or any supporting documents
     - Pending Medi-Cal application
   - Medicare
   - Copy of Medicare Part D health insurance card
   - Private Insurance
     - Copy of health insurance card

*Please note: Clients with Medicare and private health insurance are not eligible to enroll in the PrEP-AP until spring 2018.*