



**Los Angeles County- Department of Health Service
My Health LA (MHLA) – Eligibility Review Unit
HOW TO COMPLETE AN AFFIDAVIT**

Following are Guidelines for completing an affidavit:

- Pre-populated Affidavits will not be accepted by the MHLA Program
- Affidavit should be used as a last resort
- If an Affidavit is required, the reason why the applicant cannot provide the required information should be documented on the Affidavit
- If an enroller is assisting the applicant with completing the Affidavit, the enroller should clearly state on the Affidavit why their assistance is needed.
- If an applicant's primary language is another language and they complete the Affidavit in their primary language, the enroller should translate the Affidavit statement in English

1. Elements required on an Affidavit for Los Angeles County Residency:

- Date affidavit completed
- Reason applicant cannot provide verification of residency
- Complete Address must be written in the body of the affidavit
- Applicant's signature
- Witness signature (Enroller signature)

2. Elements required on an Affidavit for Los Angeles County Residency for homeless applicants:

- Date affidavit completed
- Reason applicant cannot provide verification of residency
- Address/location (e.g. cross streets) where applicant lives
- Applicant's signature
- Witness signature (Enroller signature)

3. Elements required on an Affidavit of Identity:

- Name of applicant that does not have ID verification
- Applicant's Date of Birth
- Country of Origin
- Gender
- Date affidavit completed
- Reason why applicant cannot provide verification of identity
- Applicant's signature
- Witness signature (Enroller signature)

4. Elements required on an Affidavit for income verification:

- Date affidavit completed
- Name of employer and employer's address
- Type of employment (Housekeeper, cook, etc.)



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- Reason applicant is unable to provide income verification
- Amount of income
- Hourly rate (if applicable)
- How often is applicant paid (Frequency-daily, weekly, semi-monthly, bi-weekly, monthly)
- How many hours worked per day
- How many days worked
- How is applicant paid (check, cash)
- Wage earner's signature
- Witness signature (Enroller signature)

5. Elements required on an Affidavit for income verification for homeless applicants:

- Date affidavit completed
- Source of income or explanation on how he/she meets their needs
- Amount of income
- How often is applicant paid (Frequency-daily, weekly, semi-monthly, bi-weekly, monthly)
- How is applicant paid (check, cash)
- Wage earner's signature
- Witness signature (Enroller signature)

6. Elements required for Self- Employment

- Use current Federal Income Tax Return or Profit and Loss Statement

7. Elements required on an Affidavit for Day Laborer's/ Odd Jobs

- Date affidavit completed
- Type of employment (Day laborer, odd jobs, etc.)
- How often is applicant paid (Frequency-daily, weekly, semi-monthly, bi-weekly, monthly)
- How many hours worked per day
- How many days worked
- How is applicant paid (check, cash)
- Amount of income
- Wage earner's signature
- Witness signature

***Note:** Affidavits for Uber and/or Lyft drivers will not be accepted as income verification for the MHLA program. They are considered independent contractors and should provide current Federal Income Tax Return or Profit and Loss Statement (Current Business Records).