## Accessing Health and Human Services Programs

### Most Commonly Requested Documents

<table>
<thead>
<tr>
<th>PROGRAM FEES/CO-PAYMENT</th>
<th>HEALTH</th>
<th>INCOME</th>
<th>OTHER SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Documents</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth Certificate (for each applicant)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Resident Alien Card (If not a US Citizen or other residency documents)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Proof of California Residency: Driver's License, State ID Card or current letter mailed to you at your address</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Social Security Card</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Medicare Card or other health insurance card</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Marriage Certificate</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>School Enrollment/Attendance Papers</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>If pregnant or applying for unborn child, Proof of Pregnancy</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Proof of Income</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Child/Spousal Support: child support and/or spousal support award letter, copies of check received or statement from Child Support Services Department for last month</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Proof of Resources: all current bank statements, property statements, auto registration, life or burial insurance policies, life estate agreement</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Proof of Expenses/Proof of Deductions: work clothing and transportation costs, current taxes, medical insurance, etc.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Proof of Income & Expenses

**Income**

- **If employed:** copy of most recent pay stub with name of employer and person who worked OR Signed statement from employer with gross monthly income stated and dates received.

- **If self-employed:** copy of last year's federal income tax return (with Schedule C) or last 3 months' profit and loss statements.

- **If disabled or retired:** copies of award letters or bank statements showing direct deposits.

- **If currently receiving benefits:** proof of the amount (i.e. unemployment insurance, Social Security, workers compensation, veteran income checks or disability insurance).

- **If income from a loan:** copy of loan papers with the name of person who is receiving the loan, the amount, and current balance.

**Expenses**

- For care of a child or disabled adult: receipts, bill or cancelled check that show name of the person cared for, cost of care, and the name of the person who paid for the care.

- For housing and utility costs: receipts or bills that show user's name and amount due.

- For medical costs for the disabled or persons age 60 or older: bills, receipts, medical insurance premiums, or cancelled checks that show the name of the person who incurred the expense, cost and name of person who paid for the care.

- For court ordered support payments: receipts, cancelled checks or money orders that show who the payment was for and the amount paid.

- For self employed: signed receipts, cancelled checks or statements from whom you get your supplies.

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This form is available at [http://www.ladpss.org/dpsa/mcrid_forms.cfm](http://www.ladpss.org/dpsa/mcrid_forms.cfm) rev. 7/11
## WHERE TO ACCESS THE MOST COMMONLY REQUESTED DOCUMENTS

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>DEPARTMENT</th>
<th>PHONE NO. &amp; WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth, Death, and Marriage Certificates</td>
<td>Registrar Recorder/County Clerk Department Headquarters 12400 Imperial Highway Norwalk, CA 90650</td>
<td>1-800-201-8999 <a href="http://www.lavote.net">www.lavote.net</a></td>
</tr>
<tr>
<td>Resident Alien Cards or other Residency Documents</td>
<td>U.S. Citizenship and Immigration Services</td>
<td>1-800-375-5283 <a href="http://www.uscis.gov">www.uscis.gov</a></td>
</tr>
<tr>
<td>Proof of California Residency: Driver's License, State ID</td>
<td>California Department of Motor Vehicles (DMV)</td>
<td>1-800-777-0133</td>
</tr>
<tr>
<td>Social Security Card</td>
<td>Social Security Administration (SSA)</td>
<td>1-800-772-1213 <a href="http://www.ssa.gov">www.ssa.gov</a></td>
</tr>
<tr>
<td>Child Support Documents</td>
<td>Child Support Services Department</td>
<td>1-800-615-8858 or (323) 890-9800 in LA County <a href="http://www.childsupport.co.la.ca.us">www.childsupport.co.la.ca.us</a></td>
</tr>
</tbody>
</table>

## KEY COUNTY OF LOS ANGELES HEALTH & HUMAN SERVICES PROGRAM

- **CALIFORNIA CHILDREN'S SERVICES (CCS)**
  (800) 288-4584 www.dhcs.ca.gov/services/ccs
- **CHILD HEALTH & DISABILITY PREVENTION PROGRAM (CHDP)
  (800) 993-2437**
  Long Beach: (562) 570-4226
  Pasadena: (626) 744-6016 www.dhcs.ca.gov/services/chdp
- **HEALTHY KIDS**
  (888) 4LA-KIDS (452-5437) www.chi4la.org
- **HEALTHY FAMILIES**
  (888) 747-1222 www.healthyfamilies.ca.gov
- **Medi-Cal**
  (877) 597-4777 www.dhcs.ca.gov/services/medi-cal
  www.ladpss.org/new_portal/dpss_medical.cfm
- **MEDICARE**
  (800) MEDICARE
  (800) MEDICARE (633-4227) www.medicare.gov
- **CALWORKS**
  (877) 481-1044 www.ladpss.org/dpss/calworks
- **CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)
  (877) 481-1044 www.ladpss.org/dpss/capi
- **CALFRESH**
  (877) 697-4777 www.ladpss.org/dpss/food_stamps
  **GENERAL RELIEF**
  (877) 481-1044 www.ladpss.org/dpss/general_relief
- **IN-HOME SUPPORTIVE SERVICES**
  (888) 944-IHSS (944-4477) www.ladpss.org/dpss/IHSS
- **WOMEN, INFANTS AND CHILDREN**
  (888) 942-2229
  (888) 942-9675 www.wicworks.ca.gov
- **CHILD SUPPORT SERVICES**
  (800) 615-8858 or (323) 890-9800 http://childsupport.co.la.ca.us
- **MENTAL HEALTH**
  (800) 854-7771 http://dmh.lacounty.gov

## OTHER NUMBERS OF INTEREST

- **211 LA COUNTY**
  www.211lacounty.org
- **ACCESS FOR INFANTS AND MOTHERS**
  (800) 433-2611 www.aim.ca.gov
- **COUNT OF LOS ANGELES JOB HOTLINE**
  (800) 970-5478 http://dhr.lacounty.info
- **LOW INCOME HOUSING INFORMATION**
  (800) 731-HOME (731-4663) www.hacola.org
- **LACOUNTYHELPS!**
  www.lacountyhelps.org
- **SUPPLEMENTAL SECURITY INCOME**
  (800) 772-1213 www.socialsecurity.gov/ssi