



## **How to Apply for FMC Services**

We offer pre-screening for eligibility of clinic services every Monday and Wednesday afternoon between 1:30 p.m. and 3:00 p.m. Thursday evening pre-screenings are available between 5:30 p.m. and 7:00 p.m. No appointment is necessary.

You will need to complete an application and provide all of the required documentation. Upon review of your application, we will determine your eligibility for clinic services. If you are eligible for clinic services, you will be given a patient eligibility service card that you must show each time you visit the clinic for services, including medication pick-up.

### **What is required to apply for services?**

1. Proof of residency within Winchester City, Frederick County or Clarke County.
2. Last year's 1040 Federal Income Tax form (if one was filed) including W-2, 1099 and Schedule C (if self-employed).
3. Proof of **total** household income for the past three months.

### **Examples of proof of income are:**

- Pay stubs from your current employer for the past three months
- Food stamp award letter
- If unemployed, a notarized letter of support from whoever is providing shelter and food
- Social Security award letter
- Disability award letter
- SSI award letter
- Statement of monthly pension amount
- Unemployment benefit letter
- Proof of child support (copy of court order or DCSE statement)
- Bank statements for the past three months if you are self-employed
- Most recent statements for all savings accounts, trust funds, and certificated of deposit
- Proof of stocks or bonds
- Proof of insurance settlements resulting in a cash payout

**Please bring proof of income for all members of the household!**