

AccessKC Types of Documents Detailed

Photo Identification

- Photo Identification for all household members 18 years of age and older.
- Adults 18 years of age or older may positively identify themselves using a valid passport, state picture ID, school picture ID card, employer ID, etc.
- Services cannot be rendered if photo IDs are not available.

Social Security/ITIN Card/Other Document

- Social Security card, ITIN card (Individual Taxpayer ID Number), or “Other Document.” For individuals who do not use a SSN/ITIN card, another document is acceptable for eligibility. Acceptable documents include:
 - Birth Certificate
 - Consular ID card
 - Foreign Driver’s license
 - Foreign Passport
 - Certification of Homeless status and Residency
 - I-94 card
 - Local Public School Enrollment card
 - Voter registration/National Identification card
 - Tax Documents

Proof of household gross income

- Gross income documentation for all household members 18 years of age or older receiving income. Household gross income must be at or below 200% of the current year’s Federal Poverty Level (FPL) guidelines. Forms of income include but are not limited to; salaries and wages, SSI/SSDI, retirement income, cash, investment gains, etc.
- Clients reporting no gross income and/or no fixed address will be prompted to contact an AccessKC partner agency for further assistance.
- Acceptable documents include:
 - Paycheck Stubs (past 30 days)
 - Social Security Administration (SSA) Benefit Awards letter
 - Retirement/Pension
 - Child Support from Missouri or Kansas
 - Unemployment Benefits
 - State or Federal program information, such as: Homeless Program letter with date and caseworker signature attesting to zero income, Department of Corrections (DOC) release papers and/or parole information.

Proof of Address (past 30 days)

- Proof of residency in the greater Kansas City area for the past 30 days. Acceptable documents include:
 - Current Utility Bill
 - Deed/Rental Agreement,
 - Homeless shelter statement confirming living arrangements

Current prescription (or medical order)

- **Prescription, Medical Order, or Letter of Medical Necessity** from a physician's office, clinic, or other designated health professional that validates a medical need. Durable Medical Equipment (DME) must have a statement from a medical provider within the past 30 days that validates the medical need. *Ostomy supplies can be issued with a medical order OR a receipt showing a prior purchase.*
 - No prescription or medical order is needed for dental care, hearing aids or vision care.
 - Dental and Hearing aid services require AccessKC assessment forms.