



**STATE OF CONNECTICUT**  
*DEPARTMENT OF SOCIAL SERVICES*  
55 FARMINGTON AVENUE • HARTFORD, CONNECTICUT 06105-3725

Date

Client Name  
Address  
Address

Dear CADAP Client:

This letter contains important information about eligibility verification requirements for the Connecticut AIDS Drug Assistance Program ("CADAP").

Failure to comply with these eligibility verification requirements will result in the denial or termination of CADAP benefits **and** the termination of all Connecticut Insurance Premium Assistance ("CIPA") Program benefits.

Effective November 1, 2015, people filing applications for CADAP benefits for the first time and people filing annual renewal applications for CADAP benefits must include proof of residency and income as detailed below.

In addition, to continue receiving CADAP benefits, every six months a person seeking continued CADAP benefits must provide a semi-annual self-attestation residency and income verification statement unless he or she is filing an annual renewal application in which case he or she must file the proof of residency and income as detailed below

**A. Residency:** The following items can be used to prove residency:

- Current (most recent month) rent or mortgage receipts that show address;
- Current (most recent month) utility bills;
- Two pieces of mail that the U.S. postal service has delivered to you at stated address;
- Photo copy of valid, unexpired Connecticut driver's license;
- Photo copy of valid, unexpired Connecticut Department of Motor Vehicle issued Identification card;
- A statement from your Landlord identifying you as a tenant at a specific address; and
- Current paystubs that include your current address.

**B. Income:** You must provide documents regarding all sources of income that you have received in the last four weeks. Documents, include, but are not limited to:

**1. Employment Income**

- All paystubs reflecting gross income received in the last four (4) weeks; or
- An employer statement documenting your gross income for the last four (4) weeks of pay.

## **2. Self-Employment Income**

- Income Tax return for the most recent income tax filing year; or
- Receipts of business income and expenditures for the most recent wage quarter.

## **3. Unearned Income**

- Benefit award letters for pensions, veteran's benefits, retirement benefits and worker's compensation benefits;
- Benefit payment check stubs;
- Child support court orders and agreements;
- Unemployment Compensation statements; and
- Supplemental Security Income or Social Security Disability Insurance ("SSI" or "SSD") income statements.

Failing to provide income or residence proof will result in denial or discontinuance of CADAP benefits.

In addition, if you are receiving health insurance premium assistance through the Connecticut Insurance Premium Assistance (CIPA) Program, failing to provide proof of residency or income for CADAP benefits will result in the termination of your CIPA benefits.

If you cannot do something we ask because you have a disability, you may ask for special help. We can also help you to get some of the things you need such as information in Braille, tape or large print. For these issues and other problems or questions you may have getting the information that we ask you for, please contact DSS/CADAP at 1-800-233-2503. TDD/TTY users should call 1-800-842-4524.

Sincerely,

Department of Social Services  
Pharmacy Unit/CADAP  
55 Farmington Avenue  
Hartford, CT 06105