

## **INSTRUCTIONS**

### **Form 100**

#### **Section A.**

"Client" is the individual who is to be enrolled in MACSIS and/or GOSH.

"Financial Party" is the individual responsible for paying the bill for services.

It is possible for the Client not to be the Financial Party. If this is the case, provide answers to the Medicaid/Insurance questions for the Financial Party if the insurance also covers the Client.

#### **Section B. Financial Party**

"Financial Party" is the individual paying the bill for services.

It is possible for the Client not to be the Financial Party. In the case of services being provided to a client under the age of 18, typically their parent or guardian is responsible for payment.

"Family Size" is equal to the Financial Party's IRS 1040 tax exemptions.

#### **Section C. Income of Financial Party**

This section is completed by combining all applicable incomes of the members listed in the box titled "Total Exemptions" (your family). Your family should mirror your tax return.

All income listed in this section must be verified by acceptable documentation such as paycheck stub, employer payroll record, IRS 1040 form, bank statement, court record or bona fide documents that can be used to validate income.

To calculate Section C, Row 1 (Wages, salaries, tips, etc.), use Form 100-1, Income Worksheet.

#### **Section D**

There is a space provided for the Financial Party and Agency Staff to sign and date the form.

Both signatures are required.

### **Form 100-1 Income Worksheet**

This worksheet is required for converting paystub information into a monthly income to be entered in Form 100, Section C, Row 1 (Wages, salaries, tips, etc.).

An auditor from the Board must be able to verify the documentation and come up with the same result for monthly income as it appears on this application, Form 100.

### **Form 100-2 Zero Income Self-Declaration**

This document is required if the Client/Financial Party is claiming zero income.

This Zero Income Self-Declaration form must be completed in its entirety and updated six months after signature or when the Client's/Financial Party's circumstances change.

### **Form 100-3A&B Exclusions Worksheet**

This worksheet is required when calculating expenses that may be excluded from the gross monthly income amount to arrive at an Adjusted Gross Monthly Income total on Form 100, Section C.

Annual amounts are collected for each eligible Exclusion and totaled in Box. A.

Divide the Annual Amount in Box. A by 12 to get a Total Monthly Exclusions Amount in Box B.