



**GREGG COUNTY INDIGENT HEALTH CARE PROGRAM**  
**405 East Marshall Avenue - Room 102**  
**Longview, TX 75601**

**INSTRUCTIONS FOR ASSISTANCE**

Application for benefits must be made **IN PERSON**  
with a Case Worker.

**Interview times are Monday through Friday**  
**8:00-11:00 a.m. & 1:00-4:00 p.m.**  
**No Appointments are Necessary**

**Application Process:**

1. You must be interviewed by one of our caseworkers to determine if you are eligible
2. Your medical records must be reviewed by our Medical Director, then
3. We will call you to schedule a New Patient appointment

If you have any questions after reading this entire sheet, please call one of the  
Case Workers listed below for assistance:

**Colleen Molett (903) 237-2623**

**Meredith Beebe (903) 237-2624**

**You must have the following information (if it applies to you):**

- Verification of your social security number and photo I.D.
- Verification of residency in **Gregg County** such as a lease agreement or current utility bill.
  - *Please note: If living in someone else's home, they must accompany you to the office along with an I.D. and a current utility bill*
- Proof of household income for the last 4 weeks

- Current tax return, pay check stubs, child support printout from AG's office, Social Security award letter, unemployment benefits letter, etc.
- Food Stamp printout
- Documentation of any application pending with Social Security Disability, unemployment, workman's compensation, etc.
- Adult Medicaid Denial (within the last 12 months)
  - The DSHS office is located at 1750 North Eastman Road in Longview
- Any current bank account statements
- Medicaid card(s) if any members of the household receive these benefits
- Bring any life insurance policies

<b><u>ADDITIONAL INFORMATION NEEDED FOR UTILITY ASSISTANCE</u></b>
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**YOU MUST HAVE VERIFICATION THAT YOU HAVE BEEN IN THE HOSPITAL OR HAVE LOST YOUR JOB WITHIN THE LAST 4 WEEKS**

- UTILITY SERVICE MUST STILL BE CONNECTED & UTILITY BILL NEEDS TO REFLECT A "**DISCONNECT**" NOTICE.
- ANY AMOUNT DUE OVER **\$50.00** NEEDS TO BE PAID BEFORE ASSISTANCE IS GIVEN. THEN YOU **MUST** BRING THE RECEIPT(S) SHOWING THE BALANCE HAS BEEN PAID.
- IF ON HOUSING, BRING HOUSING CONTRACT (**IF RECEIVING ANY UTILITY SUBSIDY, YOU WILL NOT QUALIFY**).
- WE CAN ONLY HELP WITH UTILITY ASSISTANCE **EVERY TWO (2) YEARS**.

**Revised October 8, 2018**