



**HARRIS COUNTY  
HOSPITAL DISTRICT**

**PATIENT ELIGIBILITY  
SERVICES  
OPERATIONS MANUAL**

Policy No: 3.01  
Page Number: 1 of 7

Effective Date: 08/01/02  
Revision Date: 03/04/09  
Approved By:

**TITLE: VERIFYING HARRIS COUNTY RESIDENCY**

**PURPOSE:** Financial assistance from the HCHD tax fund is available only to residents of Harris County. This policy outlines the acceptable documents that can be used to prove residency.

**POLICY STATEMENT:**

All clients who seek financial assistance from HCHD must demonstrate residency within Harris County.

**POLICY ELABORATION:**

**I. DEFINITIONS**

A. Resident: A person is a resident if the person's primary home or fixed place of habitation to which the patient intends to return after a temporary absence is located in Harris County, Texas.

**II. GENERAL GUIDELINES:**

A. Clients must be residents of Harris County to receive financial assistance from HCHD. There are no durational requirements for residency. The person must simply indicate an intention to remain in the county.

B. A person's citizenship or immigration status will be considered in determining residency.

C. Persons do not lose their residency status because of temporary absences from the county. No time limits are placed on a person's absence from the county, however, the person must still



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intend to return to Harris County.

- D. Persons who live in a halfway house after release from the Texas Department of Corrections may be considered county residents if :
1. the state pays for room and board but not for health care; and
  2. the person declares an intent to remain in the county after release from the halfway house.
- E. An eligible resident receiving financial assistance must report any change of address to Patient Eligibility Services Administration within fourteen (14) days of the change. Failure to do so may result in the termination of financial assistance until the client provides documentation substantiating that the new address is within Harris County.
- F. The client's residence becomes questionable when the post office returns correspondence or patient statements as undeliverable. In the event returned mail is received, the client's financial assistance classification may be revoked. See Eligibility Policy 1.42, "Revocation of Eligibility Discount" for details.
- G. Not all persons living in Harris County are considered residents. See Eligibility Policy 3.10, "Ineligible Residents" for details.

**III. VERIFYING RESIDENCY IN HARRIS COUNTY**

- A. Each household applying for financial assistance must provide one proof of residence in Harris County.



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- B. Proof must be in the name of the applicant or spouse only. The District reserves the right to verify any residency proof provided as part of the application for financial assistance.
1. Acceptable proofs of residency (must be dated within the prior 60 days with the exception of those marked with an (\*) asterisk):
    - (a) Utility bill (Reliant Energy, telephone, water, gas, cable TV). Service address and billing address must match unless the billing address is a P.O. box.
    - (b) \*Current lease agreement (may be older than 60 days, but older leases require phone verification)
    - (c) School records for children under age 18
    - (d) Mortgage coupon
    - (e) \*Department of Motor Vehicles record
    - (f) Credit card statement
    - (g) \*Property tax documents (within past 12 months)
    - (h) \*Automobile insurance documents (non-expired)



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- (i) \*Automobile registration (within past 12 months)
- (j) \*Printout from IRS of most current year's tax filing (within past 12 months)
- (k) \*Certification documents or benefit checks from Social Security Administration or Texas Workforce Commission
- (l) \*Certification documents from Food Stamps, Medicaid, or Medicare
- (m) Letter from recognized social services agency
- (n) Mail addressed to the applicant, his spouse, or children if they live together
- (o) Statement from a licensed child care provider
- (p) \*Voter's registration card for current year

C. When none of the items listed above are available, residence can be demonstrated by:



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- (a) Residence verification form (Form E3000) completed by a neighbor, clergy, doctor, school official, or other reliable third person not related by family ties.
  - (b) Observation of personal effects and living arrangements. Such observations must be authorized by the Director.
  - (c) Post office records
  - (d) City or criss-cross directory
  - (e) Telephone directory
  - (f) Church records
- D. Insured clients are not required to provide residency proof, but will be required to pay all amounts not covered by the insurance carrier. If the client wishes to apply for financial assistance for any non-covered items, (s)he must supply the residency proofs as described above.
- E. Clients who prefer to receive mail at a P.O. box may use the box address as the mailing address, but must still provide residency proof for their physical residence.
- F. Any exceptions to the proof of residency must be authorized by the Eligibility Center Manager PRIOR to assigning the financial assistance classification.



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**IV. IMMIGRATION STATUS**

- A. U.S. citizenship is not required to receive financial assistance from HCHD. However, not all immigrants are eligible to receive financial assistance. See Eligibility Policy 3.10, “Ineligible Residents” for further detail.
- B. All clients seeking financial assistance from HCHD must indicate their citizenship or resident alien status on Form 280478, “Application for Financial Assistance.”
- C. Non-U.S. citizens will be asked to provide INS documents to determine eligibility for financial assistance.
- D. Persons who have INS documentation showing them to be legal residents of the United States are eligible for assistance if all verifications are satisfied.
- E. Persons who claim to be undocumented and who have no INS documents to prove their legal residence in the United States are eligible for assistance if all other verifications are provided.
- F. Persons who have temporary visas, whether current or expired, are not eligible to receive financial assistance. A list of these visa types is found in Eligibility Policy 3.10, “Ineligible Residents.”



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- G. When a client indicates he has applied for a change in status with INS, the client's current immigration status will be used to determine eligibility for financial assistance. The client's new status cannot be considered until the INS has approved the change in status and issues the client an I-551 card reflecting that change.

**REFERENCES/BIBLIOGRAPHY:**

Form 280478, "Application for Financial Assistance"  
Form E3000, "Residence Verification"  
Eligibility Policy 1.42, "Revocation of Eligibility Discount"  
Eligibility Policy 3.10, "Ineligible Residents"  
County Indigent Health Care Program Manual, Section 2  
Texas Works Handbook, Sections 710 and 760

**OFFICE OF PRIMARY RESPONSIBILITY:** Patient Eligibility Services  
Administration