

APPLICATION WORKSHEET FOR VISION USA SERVICES



Applicant Instructions

- _____ Fill out application below and schedule appointment with referral agency.
- _____ Bring application, identification and proof of income documents with you.
- _____ Case worker will submit online application and will receive an email notification on your behalf with the name of a volunteer doctor for you to contact directly to schedule an appointment for a no cost eye examination.
(A contact lens exam and / or contacts are not available through this program.)
- _____ Obtain a copy of the email notification from agency.
- _____ Call the doctor within **45 days** from the date of the email to schedule an appointment. Inform the doctor's office that you were given the doctor's name through the VISION USA program.
- _____ You are responsible for your own transportation and must be on time for your appointment to avoid scheduling conflicts.
- _____ Contact the doctor's office 48 hours in advance of the day of your appointment should you need to cancel or reschedule.
- _____ Missed appointments will not be rescheduled and will further disqualify you from receiving free eye care. Appointment days and times are limited.

Proof of income is required for total income for each member of the household from all sources listed below:

1. Employment	\$ _____
2. Severance	\$ _____
3. Unemployment	\$ _____
4. Child Support	\$ _____
5. Social Security	\$ _____
6. SSI	\$ _____
7. Disability	\$ _____
8. Retirement	\$ _____
9. AFDC	\$ _____
10. Worker's Comp	\$ _____
11. Food Stamps	\$ _____
12. Other	\$ _____
Total	\$ _____

Please Read Eligibility Requirements Before Completing Application Worksheet
"All" Program Eligibility Requirements must be met

VISION USA PROGRAM ELIGIBILITY REQUIREMENTS	
1. Must be a US citizen or legal resident with a social security or legal resident number 2. Have no private or government insurance, Medicare or Medicaid 3. Have not had an eye exam within the past 24 months 4. Have an income below established guidelines based on household size* (see chart below) 5. Have not received a doctor referral through the VISION USA program in the past two years 6. Maximum of 4 applicants per household per year	The following states (Arizona, California, Colorado, Hawaii, Kansas, Kentucky, Minnesota, Montana, North Dakota, Wisconsin and Wyoming) participate in VISION USA using a local screening agency. Please visit our website at www.aoa.org/visionusa for instructions on how to apply in these states.

Section 1. Applicant Information ****ALL INFORMATION IN THIS SECTION IS REQUIRED****

First Name	Last Name	Phone Number: Area Code + Number ()	Other Phone: Area Code + Number ()
Street Address: Number, Street, Apt. or Lot Number		City	State Zip Code
Birth Date (MM/DD/YYYY) / /	Gender ____ Male ____ Female	Last 4 Digits of Social Security or Legal Resident Number REQUIRED	
Ethnicity Category (See Below*)	Have you had an eye exam in the last 2 years? ____ No ____ Yes (if yes, not eligible)	Covered by Private or Government Insurance, Medicare or Medicaid ____ No ____ Yes (if yes, not eligible even if eye care is not covered)	

*Ethnicity: (A) Asian, (AA) Black or African American, (H) Hispanic, (M) Multiracial, (NA) American Indian/Alaska Native, (O) Other/Unspecified, (PA) Native Hawaiian / Other Pacific Islander, (W) White

Section 2. Income Worksheet - **VERIFICATION OF INCOME IS REQUIRED** Include income from all members of household

Monthly Employment Income, Severance or Unemployment	Monthly Child / Spousal Support	Monthly Social Security, SSI or Disability	Monthly Retirement Income or Workers Compensation	Other Monthly Income (Food Stamps, AFDC, Etc.)	Total
\$	\$	\$	\$	\$	\$
Total Approximate Monthly Income REQUIRED					
How many people live in the household? REQUIRED					

*VERIFY INCOME ELIGIBILITY USING THE CHART BELOW. MUST BE "AT OR BELOW" THE AMOUNT SHOWN FOR THE NUMBER OF PEOPLE LIVING IN THE HOUSEHOLD.

Income Level	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People	9 People	9+
Annual	\$24,120	\$32,480	\$40,840	\$49,200	\$57,560	\$65,920	\$74,280	\$82,640	\$91,000	\$99,360
Monthly	\$2,010	\$2,707	\$3,403	\$4,100	\$4,797	\$5,493	\$6,190	\$6,887	\$7,583	\$8,280

Section 3. Additional Applicant Information

Has the applicant received a doctor referral through the VISION USA program in the past two years? No Yes If yes, not eligible

Section 4. Signature

I certify that all information on my application is true and complete to the best of my knowledge and any misrepresentations may result in automatic termination and suspension from making future applications. I give permission for information contained herein to be collected for statistical purposes and understand that patient information will be held in the strictest confidence and will not be shared with other entities.

Applicant / Guardian Signature	Date
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DO NOT MAIL OR FAX -- ALL APPLICATIONS MUST BE SUBMITTED ONLINE BY REFERRAL AGENCY -- SEE INSTRUCTIONS

Visit our Website www.aoa.org/visionusa, email visionusa@aoa.org or call toll-free (800) 766-4466 for program information
 Eyewear may be provided at no cost or for a small fee/donation in some states. Doctors donate their services and are limited in some areas.

Referral Agency / Case-Worker's Instructions

VISION USA provides a basic eye examination to low-income US citizens or legal residents. Member doctors of the American Optometric Association donate services. Eyewear may be provided at no cost or for a small fee/donation in some states. Doctors donate their services and are limited in some areas.

****IMPORTANT: APPLICATIONS MUST BE SUBMITTED ONLINE BY REFERRAL AGENCY****

Submit application online at www.aoa.org/visionusa (First time users will be required to submit "VISION USA REFERRAL ACCESS FORM for agency validation. A response will be emailed within 24-48 hours with a hyperlink to the online application form.)

Section 1. Referral Agent Contact Information REQUIRED WHEN SUBMITTING ONLINE APPLICATION ONLY

First Name	Last Name	Agency Phone: Area Code + Number ()	Other Phone: Area Code + Number ()
Agency Name (Agency / organization will be verified)			
Agency Street Address: Number, Street, Suite, Room, Floor, Etc. Code		City	State Zip
Email address REQUIRED -- All followup contact will be sent via email to agency			

To qualify, applicants must meet all five of the eligibility requirements. Verify eligibility requirements below BEFORE submitting application online:

ELIGIBILITY REQUIREMENTS

- Does applicant have private or government insurance, Medicare or Medicaid?
- Does applicant have income higher than the established level based on household size?*
- Has applicant had an eye exam in the past 24 months?
- Is the applicant unable to provide a social security or legal US resident number?
- Has applicant received a doctor referral through the VISION USA program in the last two years?

Yes _____	No _____
Yes _____	No _____
Yes _____	No _____
Yes _____	No _____
Yes _____	No _____

**IF "YES" IS ANSWERED TO ANY OF THE QUESTIONS ABOVE, APPLICANT IS NOT ELIGIBLE FOR SERVICES.
DO NOT SUBMIT AN ONLINE APPLICATION.**

*INCOME LEVELS - MUST BE "AT OR BELOW" THE AMOUNT SHOWN FOR THE NUMBER OF PEOPLE LIVING IN THE HOUSEHOLD.

Income Level	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People	9 People	9+
Annual	\$24,120	\$32,480	\$40,840	\$49,200	\$57,560	\$65,920	\$74,280	\$82,640	\$91,000	\$99,360
Monthly	\$2,010	\$2,707	\$3,403	\$4,100	\$4,797	\$5,493	\$6,190	\$6,887	\$7,583	\$8,280

AGENCY INSTRUCTIONS

- _____ Receive completed application worksheet from client (or work with client to complete).
- _____ Verify applicant meets "all" eligibility requirements, including review of proof of income documents.
- _____ Submit application online at www.aoa.org/visionusa (First time users will be required to submit "VISION USA REFERRAL ACCESS FORM for agency validation. A response will be emailed within 24-48 hours with a hyperlink to the online application form.)
- _____ Within 2-4 business days you should receive email doctor assignment. (If no response is received within 5 working days, email our offices at visionusa@aoa.org)
- _____ Provide printout of email to client within 10 days of receipt.
- _____ Retain application worksheet and doctor assignment email with client file and follow up with client if needed

Clients Name _____

Date Application Submitted Online _____