ACCESS Florida Fax/Scanning Cover Sheet

Use this cover sheet to fax or scan documents to the ACCESS Florida Program.

- For community partners, state agencies or organizations that help ACCESS customers apply/reapply for benefits, please use a separate cover sheet for each customer you help.
- Please give us as much information as possible about the customer.
- Please write the customer’s name on each piece of paper that is sent.
- Please do not send documents more than once.
- Customers may check their My ACCESS account after three days to confirm the document was received.

What is this for?

For Application/Renewal, please check this box ☐ ;
For Reporting a change on an approved case, please check this box ☐ or,
For Medical Bills to meet monthly share of cost, please check this box ☐ .

Who is this for?

Web application/renewal/Change confirmation number:(if known): _______________________
Case Number (if known): ___________________________________________________________
Customer’s Name: ___________________________ DOB: _____________________________
Customer’s Social Security Number: ________________________________________________
(not needed if case or confirmation number was provided above)

What is being turned in? Please check all that apply

☐ Application – Paper Application – Medicaid/Medicare Buy-In Application – Interim Contact Form - Screening for Expedited Medicaid Appointment Sheet
☐ Identity Verification ☐ Legal/Court Documents
☐ Medical Records/Bills ☐ Income verification
☐ Asset Verification ☐ Household expenses –
☐ Other or Comments: _______________________________________________________________
________________________________________________________________________________

From: ___________________________ Organization (if any): ___________________________ Phone #: _____________
To (if known): ___________________________ Number of Pages: ___________________________

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and
Advance Personal and Family Recovery and Resiliency