

Home Visit Guidelines

Below is some helpful information to help you connect our neighbors to St. Vincent de Paul Pharmacy.

Each person must meet ALL four criteria to qualify for service at the pharmacy:

- They do NOT have any health insurance coverage
- Their annual income is below 200% of the Federal Poverty Level for their household size
- They have a prescription for their medicine: either a paper copy, or one on file at another pharmacy
- They have proof of their residence in the state of Texas

There are three ways you can simplify the process for both our neighbors and pharmacy staff:

1. Verify that the person is qualified for service
2. Assist them with filling out the forms and gathering the proper documentation
3. Work with the pharmacy to transport their application if they are unable to make it themselves
4. If you are willing and able, work with the pharmacy to transport medications to the patient or their clinic from the pharmacy. ***This requires compliance training. Please contact the pharmacy for details.***

Qualify: During Home Visit

While visiting one of our neighbors, be sure to ask the following questions:

- Do you have any health insurance or prescription coverage? (If the answer is no, then ask #2)
- Do you have any health conditions which require medicine? Do you have a prescription?

With the person, examine their income. Then, identify the bracket of the Federal Poverty Level which applies to them, based on the number of people living in their household. Multiply the amount in the bracket by 2 (based on the pay period they tell you), and compare that amount with their income. See Page 2 for instructions.

If the person is unsure about their income, pharmacy staff can help them with this part of the process.

Documentation

Before a home visit, print out a copy of the intake form, available on the website: svdpdallas.org/pharmacy. Pharmacy staff recommend having our neighbors fill out the forms before coming on-site, as it will reduce the time their patients have to wait. You can assist with this process by answering questions your neighbor has about the forms and making sure they fill it out as completely as possible.

Another important element which saves time is to make sure the person has their documentation prepared. The first page of the intake form explains what documentation applicants need to provide:

- Proof of Residence
- Income Verification
- Valid Prescription

If the person does not have a current, valid prescription, refer them to a local free clinic and ask the doctor to send any prescriptions to:

St. Vincent de Paul Pharmacy

5750 Pineland Drive, Ste 280

Dallas, TX 75231

Phone: (469) 232-9902; Fax: (469) 687-9126

Likewise, if they already have a prescription at another pharmacy, they may call and have it transferred.

Submitting Application & Picking up Medication

Once the person has completed their application, gathered their documentation and has their prescription sent, they must go to the pharmacy to submit their paperwork and be qualified for service. Because the screening process does take some time, pharmacy staff requests that patients fill out as much of the application as possible, so they do not have to wait or come back. **If the patient has any questions about their application or documentation which you cannot answer, tell them to call the pharmacy.** They are happy to help!

IF the neighbor you are visiting is unable to travel to the pharmacy, you may volunteer to take their application and copies of their documentation to the pharmacy for them. In order to do so, you and they must sign the Agent Authorization to Transport Documents form, which is located on the SVdP Website: svdpdallas.org/pharmacy or svdpdallas.org/members.

The pharmacy is located on the second floor of a three-story office building in the Northwest Community Center of Dallas, on Pineland Drive east of Greenville Avenue between Park Lane and Walnut Hill Lane (near Texas Health Presbyterian Hospital).

Using mass transit, from the Walnut Hill Dart Rail Station, take bus # 506 or # 582 to Pineland Drive and Areta Street (The # 506 also stops at the Park Lane Dart Rail Station).

Questions and Follow Up

If someone is simply asking how to contact the pharmacy, below are the contacts to which you can route them!

1. For potential patients who are new to the pharmacy, who need to fill out paperwork, or just have general questions, email tech@svdpdallas.org.
2. For returning patients who are checking on re-fills, or have questions for a pharmacist, email pharmacist@svdpdallas.org.
3. When in doubt about who to contact, call (469) 232-9902, or forward emails to tech@svdpdallas.org.

Income Verification

****Federal Poverty Guideline (2020)**

<u>Household Size</u>	<u>Annual</u>	<u>Monthly</u>	<u>Biweekly</u>	<u>Weekly</u>
1	\$12,760	\$1,063	\$491	\$245
2	\$17,240	\$1,437	\$663	\$332
3	\$21,720	\$1,810	\$835	\$418
4	\$26,200	\$2,183	\$1,008	\$504
5	\$30,680	\$2,557	\$1,180	\$590
6	\$35,160	\$2,930	\$1,352	\$676
7	\$39,640	\$3,303	\$1,525	\$762
8	\$44,120	\$3,677	\$1,697	\$848
For each additional person add:	\$4,480	\$373	\$172	\$86

Example

You meet with someone who has two kids, and she mentions that she spends most of her paychecks on her medicine at Walgreens, because she does not have health insurance. She tells you that she makes \$1000 every two weeks. For a family size of three, the FPL is \$835 biweekly.

$$\$835 \times 2 = \$1670$$

\$1670 = 200% of the FPL for that family size

\$1000 (biweekly income) < \$1670

Since \$1000 biweekly is less than \$1670, she meets the criterion of having income less than 200% of the FPL.