



Dear Potential Client,

We are pleased that you have contacted CMAP *Express* for assistance in getting your prescription medicines. CMAP *Express* has acquired contracts with several drug manufacturers to provide us with bulk donation medications. These contracts allow CMAP *Express* to offer free medications to individuals who meet certain guidelines. Since we do not currently have contracts with all of the drug companies we are only able to offer certain medications through this program.

Enclosed you will find an application packet and instructions. You will need to complete the entire application and return it to CMAP *Express*. Please be sure to answer all of the questions and sign in the appropriate places.

Once we receive your completed application you will be contacted by our office regarding your eligibility.

If you have any questions please feel free to contact our office at 1-888-443-7494, Monday – Friday, 8 AM – 5 PM.

Sincerely,

Wendy Roy
Program Director

Cenla Medication Access Program—Eligibility

1. Client must reside in state of Louisiana. Proof of residence must be provided (driver's license, ID, or current bill with address).

2. Client's or household income must be at or below chart:
Proof of income must be provided (if no income—a notarized statement or food stamp benefit sheet is needed). Including copies of tax forms for current year, if no file form 4506-T must be completed.

2021 Guidelines for 300% of the FPL

No. in family	1	2	3	4	5	6	7	8
Income per year	\$38,640	\$52,260	\$65,880	\$79,500	\$93,120	\$106,740	\$120,360	\$133,980
Income per month	\$3,220	\$4,355	\$5,490	\$6,625	\$7,760	\$8,895	\$10,030	\$11,165

3. Client must NOT have Medicaid or prescription insurance.

4. Client must be over the age of 18.

- New Enrollment
- Re-Enrollment



1101 4th Street, Suite 101-A
 Alexandria, LA 71301
 1-888-443-7494
 FAX 318-448-4473

APPLICATION FORM
 (Please Print)

Today's date:				Physician's name:			
				Physician's location:			
CLIENT INFORMATION							
Last Name:		First:		Middle:		<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss <input type="checkbox"/> Ms.
Marital status (circle one) Single / Mar / Div / Sep / Widow							
Do you smoke or dip? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, do you want to quit? <input type="checkbox"/> Yes <input type="checkbox"/> No		What parish do you live in:		Birth date: / /	Age:
Sex: <input type="checkbox"/> M <input type="checkbox"/> F							
Mailing Address:		City:		State:		ZIP Code:	
Home phone no.: ()							
Street Address (if different):				Social Security Number:		Alternate phone no.: ()	
Race: <input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Native American				Current Employer: If not working do you consider yourself: <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> retired <input type="checkbox"/> unemployed <input type="checkbox"/> never worked <input type="checkbox"/> legally disabled			
Number in Household: <input type="checkbox"/> one(1) <input type="checkbox"/> two (2) <input type="checkbox"/> three (3) <input type="checkbox"/> four (4) <input type="checkbox"/> five (5) or more							
Please explain and only include client, spouse, and any legal dependents:							
Do you currently have prescription insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Do you currently have Medicaid? <input type="checkbox"/> Yes <input type="checkbox"/> No Medicare? <input type="checkbox"/> Yes <input type="checkbox"/> No							
INCOME INFORMATION							
	Client			Spouse			
Social Security	_____			_____			
Retirement/Pension	_____			_____			
SSI	_____			_____			
Unemployment	_____			_____			
Wages	_____			_____			
Disability	_____			_____			
Child Support	_____			_____			
Rental Income	_____			_____			
Other:	_____			_____			
TOTAL INCOME:	_____			_____			_____
By signing client attests that the above information is correct and agrees to inform CMAP of any changes. Client also understands that CMAP records may be reviewed by external auditors from the various drug manufacturers for the purpose of verifying program eligibility.							
Client Signature: _____				Date: _____			
Return Completed Application to: CMAP Express 1101 4 th Street, Suite 101-A Alexandria, LA 71301 Or Fax to: (318) 448-4473							

CMAP Application

Patient Medication Sheet

Patient Name: _____ DOB: _____

SSN: _____ Physician Name: _____
Physician Location: _____

Are you allergic to any medications?

None Codeine Penicillin Sulfa Other _____

Understands Medications Good Poor

PLEASE LIST ALL MEDICATIONS THAT YOU ARE CURRENTLY PRESCRIBED.	
(Name and strength of ALL medications)	
1	
2	
3	
4	
5	
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THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

NOTICE

USES AND DISCLOSURES OF YOUR HEALTH INFORMATION

- Your medical information may be used for treatment, payment, and health care operations. For instance, your information will be used for providing evaluation and tracking of services as well as resources and referral information for the objective of providing low or no cost medications. This will aid in your treatment and health care operations.
- Your medical information may also be used and disclosed without your written, consent or authorization if the information does not identify you by any unique identifying number, term, characteristic, image or code.
- Your medical information may also be used without your written consent and/or authorization in judicial and administrative proceedings to the extent allowed by law.
- All other uses and disclosures will only be made with your executed written authorization. You may revoke the written authorization, at any time, by writing:

Cenla Medication Access Program (CMAP)
1101 4th Street, Suite 101-A
Alexandria, Louisiana 71301

YOUR RIGHTS

- You have the right to request restrictions on certain uses and disclosures of protected health information. However, Cenla Medication Access Program (CMAP) is not required to agree to the requested restriction. You may not participate in the research study if you and CMAP do not agree to requested restrictions.
- You have the right to request and receive confidential communications regarding your protected health information.
- You have the right to inspect and copy your protected health information.
- You have the right to amend your protected health information. However, CMAP may deny your request if CMAP determines CMAP did not create the information, if the information is not a part of the record, or if the information is already accurate and complete.
- You have a right to receive an accounting of the disclosures of your protected health information made by CMAP in the six years prior to the date on which you request an accounting. However, CMAP does not have to account for disclosures made to carry out treatment, payment and/or health care operations, disclosures made to you, disclosures made to persons or entities involved in your care or any other disclosures exempted from accounting as per 45 CFR 164.528.
- You have a right to receive a paper copy of this notice upon request, if you have received this notice electronically.

CMAP's DUTIES

- Cenla Medication Access Program is required by law to maintain privacy of protected health information and to provide you with notice of its legal duties and privacy practices with respect to protected health information.
- Cenla Medication Access Program is required to abide by the terms of this notice currently in effect.
- Cenla Medication Access Program reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information that it maintains. Cenla Medication Access Program will provide you with a revised notice by sending the same through the United States mail to your address which you have supplied to Cenla Medication Access Program.
- You may complain to Cenla Medication Access Program and to the Secretary of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint. You may file a complaint with Cenla Medication Access Program by submitting it in written form to:

Cenla Medication Access Program (CMAP)
ATTN: Wendy Roy, Program Director
1101 4th Street, Suite 101-A
Alexandria, Louisiana 71301

- If you require further information you can contact program at address above or by calling:
Telephone number (318) 443-7494 or 888-443-7494
- This notice has been effective since July 27, 2001.

CERTIFICATE OF RECEIPT OF NOTICE

I hereby certify that a copy of the Notice explaining uses and disclosure of my protected health information, my rights and Cenla Medication Access Program's duties has been given to me.

SIGNATURE OF PATIENT

DATE

If there is the necessity for a personal representative to sign and date this document due to lack of capacity of the participant/patient, including minority, interdiction, or any other legal reason, the following lines have been provided.

SIGNATURE OF PERSONAL REPRESENTATIVE

DATE

THIS NOTICE AUTHORIZES DELIVERY OF MEDICATIONS FILLED BY *CMAP EXPRESS* AND THE DESTRUCTION OF UNUSED MEDICATIONS

NOTICE

DELIVERY OF MEDICATIONS FILLED BY *CMAP EXPRESS*

- I authorize my prescribing physician, *CMAP Express* staff, and any delivery service contracted by *CMAP Express* as a delivery agent for my medications filled by *CMAP Express*.

DESTRUCTION OF UNUSED MEDICATIONS FILLED BY *CMAP EXPRESS*

- I authorize *CMAP Express* staff to destroy any medication filled in my name and delivered to a delivery agent, as delineated above, for any of the following occurrences: (1) the medication has been discontinued by the prescribing physician, (2) the medication has not been picked up in thirty days, and/or (3) in the event of my death.
- Note: Medications filled by *CMAP Express* should arrive at the prescribing physician's office in approximately one week from *CMAP Express*' receipt of the prescription.

- If you require further information you can contact:

Cenla Medication Access Program (CMAP)
ATTN: Wendy Roy, Program Director
1101 4th Street, Suite 101-A
Alexandria, Louisiana 71301
Telephone number (318) 443-7494 or 888-443-7494

- This notice has been effective since May 1, 2006.

CERTIFICATE OF RECEIPT OF NOTICE

I hereby certify that a copy of the Notice explaining delivery and destruction of medications filled by *CMAP Express* has been given to me.

SIGNATURE OF PATIENT

DATE

If there is the necessity for a personal representative to sign and date this document due to lack of capacity of the participant/patient, including minority, interdiction, or any other legal reason, the following lines have been provided.

SIGNATURE OF PERSONAL REPRESENTATIVE

DATE

GUIDELINES FOR PROVIDING PROOF OF INCOME

*****If married must include documentation for person applying and spouse*****

If income comes from:	Required Documents
Salary/wages	2 complete months (60 days) worth of check stubs AND 2020 income tax return form 1040/1040A/1040EZ – NOT W2 (or if you did NOT file for the most recent tax year, sign and return the attached 4506-T form as Verification of Non-Filing)
Unemployment	Documentation should be letter of weekly deposit amount AND 2020 income tax return form 1040 (or if you did NOT file for the most recent tax year, sign and return the attached 4506-T form as Verification of Non-Filing)
Retirement/Pension Income	Acceptable documents include check stubs or award letters AND 2020 income tax return form 1040 (or if you did NOT file for the most recent tax year, sign and return the attached 4506-T form as Verification of Non-Filing)
SS/SS Disability/SSI	Acceptable documents include copies of SSA award letter AND 2020 income tax return form 1040 (or if you did NOT file for the most recent tax year, sign and return the attached 4506-T form as Verification of Non-Filing)
Zero Income	Acceptable documents include notarized statement of zero income, signed statement from MD, or food stamp budget sheet AND 2020 income tax return form 1040 (or if you did NOT file for the most recent tax year, sign and return the attached 4506-T form as Verification of Non-Filing) ***If you are married and both you and your spouse are claiming zero income both names <u>MUST</u> be included on the notarized statement.

***If you are claiming a child under 18 who is not your child (ex. grandchild, niece, nephew) we must have supporting documentation that the child lives in your home full-time. This can be legal documents from court, tax forms showing dependent status or school records.

All documents must be clearly dated within 60 days of application date.

Statement of Income

****Please attach a copy of ID****

****MUST BE NOTARIZED****

NAME: _____

ADDRESS: _____

CITY: _____

SS#: _____

I _____ hereby certify the following:
(full name)

(Check and complete all applicable items)

_____ I am currently employed or self-employed and certify that my income is
\$ _____ per _____. The source of this income is

_____ I am currently receiving financial assistance from a friend or family member.
Type of assistance _____ Amount of assistance: _____
per _____

_____ I currently have no income.

_____ Other type of income or financial assistance: _____
Amount of other type of income or financial assistance: \$ _____
per _____

I agree to notify CMAP Express immediately in the event of any change of my financial situation.

I acknowledge and understand that any misrepresentation of my financial situation may result in immediate termination of my eligibility to receive services provided by CMAP Express.

Signed: _____ Date _____

State of Louisiana
Parish of _____

(Notary Name and #)

Sworn to and subscribed before me this _____ day of _____ 2021

Witness

Witness

****STATEMENT MUST BE NOTARIZED TO BE VALID****

Request for Transcript of Tax Return

OMB No. 1545-1872

▶ Request may be rejected if the form is incomplete or illegible.

▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

CMAP EXPRESS, 1101 4TH ST. STE 101A, ALEXANDRIA, LA 71301

Caution. If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ 1040

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. 12/31/2020 12/31/2019

Caution. Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

Phone number of taxpayer on line 1a or 2a

Sign Here		Date	
	Signature (see instructions)		
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature		

Client Checklist

- All paperwork is signed and dated.
- All questions have been answered on screening interview.
- All prescribed medications are listed on application.
- Proof of income is included (see enclosed guidelines).
- Most recent federal income tax return Form 1040/1040A/1040EZ -NOT W2 - is included (or if you did NOT file for the most recent tax year, sign and return the attached 4506-T form for Verification of Non-Filing)
- Include copy of photo identification for proof of Louisiana residency this can include copies of any of the following:
 - Government Issued Photo ID
- Return all paperwork and supporting documentation to:

By mail: CMAP
1101 4th Street, Suite 101 A
Alexandria, LA 71301
1-888-443-7494

By fax: (318) 448-4473

By email: rxinfo@cmapr.org
(please include your name in subject line)