



BARTLETT LIONS CLUB

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Mail: PO Box 796, Ellendale, TN 38029-0796



Dear Applicant,

Thank you for contacting the Bartlett Lions Club and Foundation. One of our missions is to help people receive free eye care and glasses, eye surgery and hearing aids. We help people based on income level and need. We have an application process, and it is very important that the application be filled out completely and accurately. You need to be sure you include:

- Valid name, address and contact information for the applicant is updated and correct in case we need to make contact.
- What services the applicant needs.
- Number of people in the home and their names and ages.
- Total **household** income (including work, child support, SSI, Social Security, retirement, etc.)
- Any health insurance (including health insurance, Medicare, Medicaid, Tenn-Care, etc.)
- Total monthly housing costs (rent or mortgage)
- The application must be signed by the applicant (if not a minor) and a witness

Below is the information you **must** include when submitting the application. The supporting documentation is proof of the information provided on the application.

- Copy of the applicant's state issued photo ID.
- Copy of proof of residency containing the name of applicant (mortgage statement, utility bill, food stamp statement, SSI statement, WIC statement, etc.)
- Copy of monthly income proof (check stub(s), SSI statement, 1040 form, retirement, child support, etc.)
- If needing eye surgery, we need a diagnosis letter from your optometrist. If you don't have one, we will need to send you to an optometrist before referring you to a surgeon.

If you cannot provide any of the requested information or have no income, we must have a letter stating the reasons why.

Once we receive your application and documentation, the Services Committee will review it and be in touch. You may email or mail your application and supporting documents to the address and/or email above.

If you have any further questions, please feel free to email us.

Kind regards.

*Bartlett Lions Club
Services Committee*