



PURPOSE

The DSB-2001 is used to document identifying information, income and deductions. It also documents that the applicant has read the "Freedom of Choice" statement and the legal statements about misrepresentation and fraud. This application now provides a guide through the application process for both the applicant and the interviewer with space for documentation.

INSTRUCTIONS

1. The DSB-2001 may be completed by the applicant or by the interviewer.
2. All identifying, insurance and income information should be completed on Pages 1-2 with the space at the top of Page 2 used for any additional information or clarification of stated information. If the applicant states he/she has had no income for the past 6 months, the entire application must be completed and a statement should be made at the top of Page 2 as to how he/she has survived with no income.
3. Either the applicant or the interviewer must record detailed income and allowable deduction information on Page 2. Only the listed deductions listed on Page 2 are allowed from the income of the family unit. The interviewer must document the source of the income under "Documentation". The interviewer must calculate the total monthly income and the total monthly deductions.
4. After the interviewer totals the income and then subtracts the allowed deductions, the net income should be listed at the bottom of the page. This net income should then be compared to the net income scale in section 200.
5. It is very important that Page 3 of the application is either read by or read to the applicant. The applicant is given the freedom to select an eye care provider and the name and address of the provider should be written in the space provided. Also, the applicant must realize that he/she is certifying under penalty of law that the information is correct.
6. In-depth instructions for the determination of financial eligibility can be found in Section 200 of the MEC Manual.