Universal Service Administrative Co.

This guide identifies the documents you can submit to show that you qualify for the Affordable Connectivity Program (ACP).

- Please make sure all of your documents are current. We **CANNOT** accept expired documentation.
- Send copies or pictures of your original, valid document. **NEVER** send the original document.

If you applied to the ACP because your dependent is a Benefit Qualifying Person (BQP) (someone who participates in an ACP qualifying program), make sure all of the documents, such as a Medicaid benefit letter, Special Supplemental Nutrition Program for Women, Infants and Children (WIC) documentation, Community Eligibility Provision (CEP) school enrollment documentation, or proof of participation in the Free and Reduced-Price School Lunch Program or School Breakfast Program have their name where appropriate.

Visit AffordableConnectivity.gov for more information on the documents needed.

Proof of Program or Income Eligibility	**Provide an official document to prove you participate in one of the qualifying programs OR to prove that you qualify based on your household income.**
	Option 1: If you participate in one of the qualifying programs below, provide a letter or official document as proof.
	Check that your document has the following information: ☐ Your name, or your dependent's name ☐ The name of the qualifying program ☐ The name of the government or Tribal agency that issued the document ☐ An issued date within the last 12 months or a future expiration date	**Qualifying programs:** • Medicaid • Supplemental Nutrition Assistance Program (SNAP) • Supplemental Security Income (SSI) • Federal Public Housing Assistance (including Housing Choice Voucher (HCV) Program (Section 8 Vouchers), Project-Based Rental Assistance (PBRA)/202/811, Public Housing, and Affordable Housing Programs for American Indians, Alaska Natives or Native Hawaiians). • Veterans Pension or Survivors Pension • Special Supplemental Nutrition Program for Women, • Infants, and Children (WIC) **If you live on Tribal lands, you may also qualify through:** • Bureau of Indian Affairs (BIA) General Assistance • Tribally-Administered Temporary Assistance for Needy Families (TANF) • Tribal Head Start • Food Distribution Program on Indian Reservations **Examples of documents include:** An Approval or Benefit Letter for SNAP or Medicaid, screenshot of online portal, and Survivors Benefit Summary letter.
	Option 2: If you participate in one of the education-related qualifying programs below, provide a letter, official document, or screenshot as proof.
	Check that your document has the following information: ☐ Your (or your dependent's) first and last name ☐ Name of the qualifying program (not required for Community Eligibility Provision) ☐ Name of the School or School district	**Qualifying programs:** • Federal Pell Grant • Free and Reduced-Price School Lunch Program or School Breakfast Program, including through the USDA Community Eligibility Provision (CEP) **Examples of documents include:** • A letter from the school or school district that confirms a member of the household receives free and reduced-price

 ☐ A current award year (Pell Grant) ☐ Dated for the current school year or the school year immediately preceding the application (for school lunch or breakfast qualifying programs) ☐ Address and contact information for the school, school year for which the student is enrolled (required for Community Eligibility Provision)	school lunch or school breakfast for the current school year or school year immediately preceding the application, • For enrollment in a CEP school – School documentation demonstrating the student is enrolled in a CEP School for the relevant school year (student must still be enrolled in the CEP school at the time of the application), • For Federal Pell Grants, written confirmation from a student's school (college or university, community college, or career school) or the Department of Education that the student has received a Pell Grant for the current award year

Option 3: If you qualify through your income, provide documentation that shows your annual income and be sure to *include your household size on the income documentation.*

Check that your document has the following information:
☐ Your name, or your dependent's name
☐ Current income information (monthly or annual income amount)
☐ If providing paystubs, 3 consecutive months of paystubs
☐ An issued date within the last 12 months or prior year tax document

Household Size	48 States, DC, & Territories	Alaska	Hawaii
1 person	$29,160	$36,420	$33,540
2 people	$39,440	$49,280	$45,360
3 people	$49,720	$62,140	$57,180
4 people	$60,000	$75,000	$69,000
For each additional person, add	$10,280	$12,860	$11,820

Examples of documents include: Prior year's state, federal, or Tribal tax return or a Social Security Benefit Statement

Proof of Valid Address	**Provide one of the following:** • Map that shows your physical address or location, including latitude and longitude coordinates (coordinates are required if you live on Tribal lands) • Official document that shows your name and address, such as a Driver's License, valid government, state, or Tribal ID, utility bill excluding wireless phone bills (within last 30 days), W-2 or tax return, or mortgage or lease
One-Per-Household Worksheet	**Complete and Sign the ACP Household Worksheet**
Proof of Date of Birth	**Provide a copy of an official, unexpired document that has:** ☐ Your first and last name ☐ Your date of birth **Examples include:** • Government, military, state, or Tribal ID • Certificate of U.S. Citizenship or Naturalization • Driver's License • Permanent Resident Card or Green Card • Birth Certificate • Government assistance program document
Proof of SSN4 or Tribal ID	**If you provided the last four digits of your Social Security Number or full Tribal ID with your application, provide a copy of an official document that has:** ☐ Your first and last name ☐ The last 4 digits of your social security number or your full Tribal ID *(please redact or mark out all but the last four digits of your SSN)* **Examples include:** • Social Security Card • Taxpayer Identification Document • Prior year's tax return or W-2 • Unemployment/Worker's compensation statement • Government assistance program document ***If you did not* provide the last four digits of your Social Security Number or full Tribal ID with your application, provide a Driver's License, Military ID, Passport, Individual Taxpayer Identification Number (ITIN) Document, or other Government ID from one of the lists above that includes your first name, last name, and**

	date of birth to validate your identity. Note: An Individual Taxpayer Identification Number (ITIN) Document does not need to include date of birth.
Proof of Life	**Provide copies of official documents to prove your identity AND to prove you are alive.**

Prove Your Identity*		**Prove You Are Alive**
Provide one or more documents that confirm: ☐ Your first and last name ☐ Your date of birth ☐ The last 4 digits of your social security number or your full Tribal ID *(please redact or mark out all but the last four digits of your SSN)* **Examples include**: • Government, military, state, or Tribal ID or Driver's License • Government assistance program document • Birth Certificate • Social Security Card • Prior year's tax return or W-2	**AND**	Provide one document that: ☐ Confirms your first and last name ☐ Shows life activity within the last 3 months **Examples include**: • Government assistance program document • Current utility bill • Current income statement such as a paystub • Current mortgage or lease statement • Current retirement/pension statement of benefits • Current unemployment statement of benefits

	***If you did not provide the last four digits of your Social Security Number or full Tribal ID with your application, provide a Driver's License, Military ID, Passport, Individual Taxpayer Identification Number (ITIN) Document, or other Government ID from the list above that includes your first name, last name, and date of birth to validate your identity. Note: An Individual Taxpayer Identification Number (ITIN) Document does not need to include date of birth.**
Proof of Emancipated Minor	**If you are an emancipated minor, provide a copy of:** • A court document or certificate that says you are an emancipated minor