

Home Visit Guidelines

St. Vincent de Paul Pharmacy

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
- They have a valid prescription for their medicine: either a paper copy, or one on file at another pharmacy
- They live in SVdP's 9-county area: Dallas, Collin, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, Rockwall

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

1. Verify that the person is qualified for service
2. Assist them with filling out the paperwork and gathering the proper documentation (see intake forms)
3. Work with the pharmacy to get the person's forms to the pharmacy if they are unable to take it themselves

Qualify: During Home Visit

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

- Do you have any health insurance coverage?
- (If the answer to #1 is "no"), Do you have any health conditions which require medicine? Do you have a prescription?
- (If the answer to #2 is "yes"), How much does it cost per month for the medicine you need?

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 the chart below**, along with the example, for instruction on how to qualify their income.

Paperwork

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 clients 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. You may serve as the witness and sign the appropriate "witness signature" lines of the forms.

Important: IF the neighbor is unable to get to the pharmacy with their forms themselves and you plan to take the forms for them, they MUST complete the Agent Authorization section of the Client Information form.

Another important element which saves time is to make sure the person has their documentation prepared:

- Photo ID
- Proof of residence
- Verification of household income

The first page of the intake form includes a list of the types of accepted documentation.

The next step is to secure a valid prescription. If the person does not have one, 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.

Picking up Medication

Once the person has completed their paperwork, gathered their documentation and had their prescription sent, they may call the pharmacy to schedule a time to pick up the medicine. Medication cannot be dispensed without a certified pharmacist present; the pharmacy staff will let them know when a pharmacist will be available on-site.

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).

If you volunteer to pick up the medication for the neighbor with whom you are visiting, you may verify the client for whom you are picking up by giving their date of birth to the pharmacist. Do not forget to call ahead – the pharmacist needs to be present in order for you to pick up the medication!

****Federal Poverty Guideline (2018)**

<u>Household Size</u>	<u>Annual</u>	<u>Monthly</u>	<u>Biweekly</u>	<u>Weekly</u>
1	\$12,140	\$1,012	\$467	\$234
2	\$16,460	\$1,372	\$633	\$317
3	\$20,780	\$1,732	\$799	\$400
4	\$25,100	\$2,091	\$965	\$483
5	\$29,420	\$2,452	\$1,132	\$566
6	\$33,740	\$2,812	\$1,298	\$649
7	\$38,060	\$3,172	\$1,464	\$732
8	\$42,380	\$3,532	\$1,630	\$815
For each additional person add:	\$4,320	\$360	\$166	\$83

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 \$799 biweekly.

$$\$799 \times 2 = \$1598$$

$$\$1598 = 200\% \text{ of the FPL for that family size}$$

$$\mathbf{\$1000} \text{ (biweekly income)} < \mathbf{\$1598}$$

Since \$1000 biweekly is less than \$1598, she meets the criterion of having a household income which is less than 200% of the FPL.