

DOCUMENTS REQUIRED TO DETERMINE MEDICAID ELIGIBILITY

If the applicant is married, all of the documents are needed for BOTH spouses

- A) **Social Security card, Medicare card, and Supplemental or Medicare HMO card.**
- B) **Supplemental Health Insurance Premium Statement :** If there is a community spouse the premium statements must reflect how much is being paid by the applicant and how much is being paid by the spouse.
- C) **T.P.Q.Y. letter from Social Security.** This is a letter from Social Security verifying the amount of the applicants's Social Security income. It may be obtained by calling the Soc. Sec. Administration at 1-800-772-1213. *Be sure to speak with a representative—do not leave a message on a recorder.*
- D) **Verification of date of birth.** Birth certificate is usually best. If birth certificate is not available, written verification of birth date can be obtained upon request from the Social Security Administration.
- E) **Proof of citizenship.** Required only if applicant was born outside the US.
- F) **Verification of Pension Income.** All pension income must be verified from the source. Check stub are sufficient when they reflect the gross amount received. You must provide a letter directly from the pension provider verifying gross, net, and any anticipated changes in the pension (such as whether the pension is a fixed or if payment may vary).
- G) **Verification of gross monthly income from any other source.** (Letter from source required as in "F" above.)
- H) **All insurance policies and insurance cards (copies).** Life, accident, health. If there is a life insurance policy, we have to obtain information as to whether there is cash surrender value, and if so, the amount.
- I) **Copies of guardianship or power of attorney papers.**
- J) **Copy of last will.**
- K) **Copy of trust.**
- L) **Income tax returns.** Needed for the last three years. If there is a trust, copies for the last 5 years are required.
- M) **Car registration or title, and automobile insurance policy or proof of insurance card.**
- N) **Copy of deed for any property owned, including homestead and most recent property tax bill**
- O) **If any real property has been sold or transferred in the last three (3) years:** Provide (a) Copies of all transactional papers. (b) Two verifications of fair market value, which may be an appraisal or a letter from a realtor. (c) Property tax bill reflecting property's value at time of sale. copies of all transactional papers, including an appraisal letter from a realtor, and the property tax bill which reflects the property's value at the time of the sale.
- P) **Burial arrangements.** Copies of any purchase or agreements or any prepaid funeral contracts and/or cemetery or mausoleum plots, etc. *All contracts must be irrevocable.*
- Q) **Verification of all active savings accounts, checking accounts, CDs, stocks, bonds, IRAs, annuities, etc.** Statements are needed for the past 36 months. If assets are in a trust, statements are needed for the past five (5) years. (Statements are needed for all accounts that have been opened or closed within the applicable time.) Also needed are copies of all checks written in the amount of \$500.00 or more for the past 36 months.
- R) **If applicant or spouse is a veteran, provide VA discharge papers, and copies of marriage certificates for all marriages.**
- S) **Copy of income trust, if applicable.**
- T) **Copy of personal services contract, if applicable.**

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