

Documentation Required for Medicaid Application

The following information must be submitted as part of the Medicaid Application process. Although it is helpful to have statements for current financial assets, as well as much of the other listed information as possible, at our first meeting, it is not required that you have all of this information at our first meeting.

Please do not delay scheduling an initial appointment with us in order to obtain all of the below information. The date on which an Applicant can request Medicaid eligibility to begin is time sensitive, and a delay in starting the Medicaid Application process could jeopardize the date on which the Applicant could potentially become eligible for Medicaid.

Please note that original documents are not required – photocopies of the below items are sufficient.

Personal Identification Information (as applicable)

- * Birth Certificate (also for Spouse if Married)
- * Social Security Card (also for Spouse if Married)
- * Alien Registration Card / Naturalization Paper
- * Photo ID (such as Driver's License or Passport)
- * Marriage Certificate
- * Separation Papers (if Separated from Spouse)
- * Divorce Decree (if Divorced from Spouse and Not Remarried)
- * Death Certificate of Spouse
- * Power of Attorney
- * Veteran Discharge Papers (and for Spouse if Spouse was a Veteran)

Health Insurance/Medical Information

- * Medicare Card for Applicant (and Spouse if Married)
- * Health Insurance Card(s) for any other Health Insurance for Applicant (and Spouse if Married)
- * Proof of Health Insurance Premium Amounts for Applicant (and Spouse if Married)
- * All Applicant's Paid and Unpaid Medical and Nursing Home Bills for Prior 3 Months

Tax Information

- * Copies of all Personal (and Trust if Applicable) Federal Income Tax Returns for Past 5 Years

Income Information

Please submit documentation of any current income sources (including proof of both gross and net income) for both the Applicant (and Spouse if Married). Proof can consist of statements, award letters, check stubs, etc.. Examples of income sources include, but are not limited to, the following:

- * Social Security
- * Pension
- * Wages
- * Veterans Benefits
- * Rental Income
- * Long Term Care Insurance Benefits (Provide Copy of Entire Policy)

Documentation Required for Medicaid Application (Continued)

Asset Information

Detailed information regarding all assets owned by Applicant (and Applicant's Spouse if married) for the 60 months prior to requesting Medicaid eligibility must be provided. Examples of the information required includes, but is not limited to, the following:

- * *Real Estate:* The deed to any real property currently owned, as well as the deed and statement of sale for any real property sold or transferred in the 60 months prior to requesting Medicaid eligibility
- * *Vehicles/Boats/RVs:* The title to any vehicle currently owned, as well as the title and bill of sale for any vehicle sold or transferred in the 60 months prior to requesting Medicaid eligibility
- * *Life Insurance:* A statement showing the current face and cash value of all life insurance currently owned, as well as a statement detailing any cash withdrawals from or redemptions of life insurance policies during the 60 months prior to requesting Medicaid eligibility
- * *Burial Plot:* The deed for any burial plots owned
- * *Prepaid Funeral Arrangements:* The full contract for any prepaid funeral arrangements
- * *Business Interests:* Ownership and valuation details for any business interests owned currently or at any time during the 60 months prior to requesting Medicaid eligibility
- * *Stock held in Certificate Form:* Copies of stock certificates currently owned (or owned at any time during the 60 months prior to requesting Medicaid eligibility) as well as proof of all activity, including sales/purchases, associated with ownership for those 60 months (can be obtained from the transfer agent for the stock)
- * *Financial Accounts:* Statements for all financial accounts for the 60 months prior to the date of requested Medicaid eligibility (including accounts which are now closed, but which were open for some period during those 60 months). Please note that every page of each statement must be submitted (even if the page is left blank or only contains general terms and conditions language). Examples of these types of accounts include, but are not limited to, the following:
 - * IRA's
 - * 401k's
 - * Annuities
 - * Mutual Funds
 - * Brokerage Accounts
 - * Stocks held Directly by Transfer Agents
 - * Bank & Credit Union Accounts (Checking, Savings, Money Market, CD, etc.)

Additionally, any deposit or withdrawal on any of the above statements worth \$2,000 or more (including the initial funding or closure of an account) must be itemized on a separate list and explained in detail (an example of such a list which could be used follows – be sure to list the amount as a negative if the transaction is a withdrawal). For organization purposes, it is easiest if a separate list is created for each account. Supporting documentation of each transaction must also be provided if the transaction is not merely a transfer to one of the Applicant's other accounts. For example, if a check was written to pay for new windows for Applicant's house, a copy of the cancelled check and bill of sale for the windows should be provided.

Trust Information

- * Copies of any Trusts created by Applicant (or Applicant's Spouse)

