

## DOCUMENTS REQUIRED FOR DETERMINATION OF ELIGIBILITY FOR MEDICAL ASSISTANCE

**SECTION 1 RESIDENCE:** Submit one of the following for all addresses the applicant resided at during the past 36 months prior to entering the nursing home:

- Copy of deed, 3 years of tax bills, if applicant and/or their spouse owned.
- Leases, rent receipts.
- Statement from landlord indicating dates of residence.
- Statement from Adult Home/Assisted Living indicating dates of residence and proof of residence prior to entering the Adult Home/Assisted Living.

**SECTION 2 CITIZENSHIP AND IDENTITY** Submit the following for applicant and spouse.

- Medicare Card - satisfies both citizenship & identity. **(Original Required)**
- Birth certificate – satisfies citizenship only. **(Original Required)**
- US Passport - satisfies both citizenship & identity. **(Original Required)**
- Naturalization Papers - satisfies both citizenship & identity. **Original Required)**
- Valid Driver's License or other Government issued ID w/same info. As Driver's License - satisfies identity only. **(Original Required)**
- Alien Registration Card

**SECTION 3 PERSONAL INFORMATION:** Submit all that apply for the applicant and spouse:

- Social Security Card
- Health Insurance Cards (with premium payment source and amount)
- Military Papers
- Marriage Certificates
- Divorce Decree
- Separation Agreements
- Spouse's Death Certificate
- Power of Attorney (by Medicaid applicant appointing agent)

**SECTION 4 INCOME:** Submit all that apply for both the applicant and their spouse:

- Award letter, check stub, or statement from the issuing Agency or company showing gross monthly income, all deductions and net income.
  - Social Security
  - Railroad Retirement
  - Retirement Benefits (pensions)

- New York State Disability Benefits
- Workmen's Compensation Benefits
- Veteran's Benefits
- Private Disability, Accident Insurance/No fault
- Union Benefits
- Unemployment Benefits
- Long Term Care Insurance Benefits
- IRA/Annuity Distributions
- Pay stubs for previous four (4) weeks or statement from employer listing gross income and all deductions for last 4 weeks.
- Alimony received
- If self-employed, copy of most recent income tax return and current year profit and loss statement
- Document amount of income received from rent and rental expenses
- Any other source of income

**SECTION 5 RESOURCES: FOR NURSING HOME APPLICANTS PROVIDE 36 MONTHS OF RECORDS - FOR HOMECARE APPLICANTS PROVIDE PAST THREE MONTHS RECORDS FOR EACH OF THE FOLLOWING – **keep records updated each month with our office)****

- Bank book or bank statements for all accounts that were open or closed, including:
  - Savings and checking accounts
  - CD's
  - Credit Union Accounts
  - Brokerage and/or Stock Accounts
  - IRA's
  - Annuities
- Stock and Bond Certificates
- Copies of US Savings Bonds
- Pre-paid Funeral Agreements
- Life Insurance Policies with statement of current face and cash values
- Copies of last 3 years' Tax Returns including all schedules, W2s, and 1099s.
- Motor Vehicle title and registration (auto, boat, trailer, mobile home)
- Real Estate deeds or past 3 years tax bills
- Information of any transfer of resources within the last 3 months (copies of deeds and Fair Market Value at the time of transfer, statements showing change of ownership)
- Copy of trust if applicant or spouse is Settlor, Beneficiary, or Trustee and last 5 years of the Trusts tax returns.

**SECTION 6 FINANCIAL DOCUMENTATION:**

- Document the purpose of all withdrawals of \$8000 or more. Provide copies of cancelled checks if applicable.
- Document the source of all deposits other than income with copies of deposit slips and copies of any checks deposited.

**SECTION 7 HEALTH/MEDICAL:**

- Verify any Health Insurance premiums and provide proof of payment of premium.
- Copies of unpaid medical bills for which the doctor, lab, or hospital is still seeking payment
- Copies of paid medical bills within the past 3 months with proof of payment.

All medical bills must show date of service and that Medicare and private health insurance's have paid their portion.