

DOCUMENTATION CHECKLIST FOR HEALTH INSURANCE

Applicant Name _____ Application Date _____

Your enrollment cannot be completed until all checked items are received. Please return these items by _____.
If you need help getting any of these items, let us know.

PROOF OF DATE OF BIRTH AND RESIDENCE: You must show ONE of the documents listed in both categories to see if you are eligible for health insurance. Discuss this with the person helping you with your application.

DATE OF BIRTH

(not required for recertification)

- Drivers license/Official Photo identification
- Passport*
- Birth certificate
- Baptismal/other religious certificate
- Official School records
- Adoption records
- Official Hospital/doctor birth records
- Naturalization certificate*
- Marriage records
- Medicaid Card

RESIDENCY/HOME ADDRESS

(this must match the home address in Section A, and the proof must be dated within 6 months of the application signature date)

- Government ID card with address
- Postmarked envelope or postcard
(cannot use if sent to P.O. Box)
- Drivers license issued within past 6 months
- Utility bill (gas, electric, cable, fuel, water, telephone) or correspondence from a federal, state or local government agency which contains name and street address)
- Letter/lease/rent receipt with home address from landlord
- Property tax records or mortgage statement
- Federal or state income tax refund check

* May also be used to document citizenship and identity.

PROOF OF CURRENT INCOME: You must provide a letter, written statement, or copy of check or stubs, from the employer, person or agency providing the income. Submit all that apply. Provide the most recent proof of income before taxes and any other deductions. The proof must be dated, include the employee's name and show gross income for the pay period.

Wages and Salary

- Paycheck stubs
(4 consecutive weeks preceding application/signature date)
- Letter from employer on company letterhead, signed and dated
- Income tax return**
- Business/payroll records

Self-Employment

- Signed and dated income tax return and all Schedules**
- Records of earnings and expenses/business records

Unemployment Benefits

- Award letter/certificate
- Monthly benefit statement from NYS Department of Labor
- Printout of recipient's account information from the NY State Department of Labor's website
- Copy of Direct Payment Card with printout
- Correspondence from the Department of Labor

Private Pensions/Annuities

- Statement from pension/annuity

Social Security

- Award letter/certificate
- Annual benefit statement
- Correspondence from Social Security Administration

Child Support/Alimony

- Letter from person providing support
- Letter from court
- Child support/alimony check stub
- Copy of NY Eppicard with printout
- Copy of child support account information from www.newyorkchildsupport.com

Worker's Compensation

- Award letter
- Check stub

Veteran's Benefits

- Award letter
- Benefit check stub
- Correspondence from Veterans Administration

Military Pay

- Award letter
- Check stub

Interest/Dividends/Royalties

- Recent statement from bank, credit union or financial institution
- Letter from broker
- Letter from agent
- 1099 or tax return (if no other documentation is available).

Income from Rent or Room/Board

- Letter from roomer, boarder, tenant
- Check stub

Support from Other Family Members

- Signed statement or letter from family member

** Income tax returns for other than self-employed may be used for applications prior to April of the following year. If later, you must include another form of documentation.

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DEPENDENT CARE COSTS:

- Written statement from day care center or other child/adult care provider
- Canceled checks or receipts

PROOF OF HEALTH INSURANCE:

- Insurance policy Certificate of Insurance Insurance card Termination Letter Medicare Card
- Other _____

PREGNANT WOMEN ONLY

- Proof of Pregnancy**
 - Presumptive Eligibility Screening Worksheet completed by qualified provider
 - Statement from medical professional with expected date of delivery
 - WIC Medical Referral Form

MEDICAID ONLY

For determination of eligibility for medical expenses from the past three months:

- Proof of income for the month(s) in which the expense was incurred
- Proof of residency/home address for the month(s) in which the expense was incurred

FOR MEDICAID AND FAMILY HEALTH PLUS ONLY

- Resources** (*persons age 19 and over, only if checked by interviewer*)
 - Bank Statement
 - Life Insurance policy
 - Deed or Appraisal for Real Estate
 - Copies of stocks, bonds, securities
 - Motor Vehicles—Estimate from dealer, “blue book” value
 - Burial Agreement
 - Trust Fund

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IDENTITY AND CITIZENSHIP OR IMMIGRATION STATUS FOR THE MEDICAL ASSISTANCE PROGRAM

For the Medical Assistance Program, Identity and citizenship or satisfactory immigration status must be documented. For the purposes of qualifying as a United States citizen, the United States includes the 50 states, the District of Columbia, American Samoa, Swain's Island and, if born on or after certain dates, Puerto Rico, Guam, the U.S. Virgin Islands and the Northern Mariana Islands.

DOCUMENTS WHICH ESTABLISH BOTH CITIZENSHIP AND IDENTITY

- U.S. passport; Certificate of Naturalization (N-550 or N-570); or Certificate of U.S. Citizenship (N-560 or N-561).

SECONDARY DOCUMENTS WHICH ESTABLISH CITIZENSHIP BUT ALSO REQUIRE ONE IDENTITY DOCUMENT FROM THE IDENTITY DOCUMENTATION LIST

- U.S. Birth Certificate showing birth in one of the 50 U.S. States, District of Columbia, American Samoa, Swain's Island, Puerto Rico (if born on or after 1/13/1941), Virgin Islands of the U.S. (on or after 1/17/1917), Northern Mariana Islands (after 11/4/1986 [NMI local time]), or Guam (on or after 4/10/1899);
- Certification of Report of Birth issued by the Department of State (DS-1350);
- Report of Birth Abroad of a U.S. Citizen (FS-240);
- Certification of birth issued by Department of State (Forms FS-545 or DS-1350);
- U.S. Citizen Identification Card (I-197 or I-179);
- Northern Mariana Identification Card (I-873);
- American Indian Card with classification code of "KIC" (I-872);
- Final adoption decree showing U.S. place of birth;
- Evidence of U.S. civil service employment before 6/1/1976;
- Military record of service showing U.S. place of birth (i.e., DD-214); or
- Evidence of qualifying for U.S. citizenship under the Child Citizenship Act of 2000.

THIRD LEVEL DOCUMENTS WHICH ESTABLISH CITIZENSHIP BUT ARE LESS RELIABLE THAN SECONDARY DOCUMENTS (ALSO REQUIRES AN IDENTITY DOCUMENT)

- Extract of hospital record on hospital letterhead. The record must have been established at the time of birth and the extract must have been created at least 5 years before the Medicaid application date (or, for children younger than 16, near the time of birth) and must show a U.S. place of birth;
- Life, health or other insurance record, if it shows a U.S. place of birth and was created at least 5 years prior to the application date (or, for children younger than 16, near the time of birth);
- Religious record recorded in the U.S. within 3 months of birth showing a U.S. place of birth and either the date of birth or the individual's age at the time the record was made; or
- Early school record showing date of admission, a U.S. place and date of birth and names and places of birth of the applicant's parents.

FOURTH LEVEL DOCUMENTS WHICH ESTABLISH CITIZENSHIP BUT ARE THE LEAST RELIABLE AND SHOULD ONLY BE USED IN RAREST OF CIRCUMSTANCES (ALSO REQUIRES AN IDENTITY DOCUMENT)

- Federal or State census record showing U.S. citizenship or a U.S. place of birth; or
- The following other documents are acceptable if they indicate a U.S. place of birth and were created at least 5 years prior to the application date (or, for children younger than 16, near the time of birth):
 - Medical (clinic, doctor, or hospital) record;
 - Seneca Indian tribal census;
 - Bureau of Indian Affairs tribal census records of the Navajo Indians;
 - U.S. State Vital Statistics official notification of birth registration;
 - Delayed U.S. public birth record that is recorded more than 5 years after the person's birth;
 - Statement signed by the physician/midwife who was in attendance at the time of birth; or
 - Bureau of Indian Affairs Roll of Alaska Natives;
- Institutional admission papers from a nursing facility, skilled care facility or other institution (created at least 5 years before the application date) showing a U.S. place of birth; or
- Written affidavit (to be used only in rare instances).

DOCUMENTS WHICH ESTABLISH IDENTITY

- A driver's license issued by State or Territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color. Canadian driver's licenses may not be used;
- School identification card with a photograph of the individual;
- U.S. military card or draft record;

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- Identification card issued by Federal, State, or local government with the same information included on the driver's license;
- Military dependent's identification card;
- Certificate of Degree of Indian Blood, or other U.S. Native American/Alaska native tribal document with photo or other identifying information;
- U.S. Coast Guard Merchant Mariner card;
- A cross-match with a Federal or State governmental, public assistance, law enforcement, or corrections agency's data system;
- If **none** of the above identity documents is available, a combination of three or more corroborating documents such as marriage certificates, divorce decrees, high school or college diplomas, employer ID cards or property deeds/titles. Voter registration cards are not acceptable;
- Disabled individuals in residential care facilities may have identity attested to by the facility director or administrator, on behalf of the individual in the facility, when the individual does not have or cannot get any document listed above. This affidavit must be signed under penalty of perjury, but need not be notarized.
- Children under age 16 may have their identity documented using other means:
 - Clinic, doctor or hospital record;
 - School records including report card, day care or nursery school record. Records must be verified with the issuing school;
 - If no other documents are available, an affidavit signed under penalty of perjury by a parent, guardian or caretaker relative may be used. An identity affidavit should not be used if a citizenship affidavit was used. Affidavits need not be notarized. Identity affidavits may be used for children under 18 when a school ID card or driver's license is not available to the child until he or she is 18 years of age.

EVIDENCE THAT ESTABLISHES U.S. CITIZENSHIP FOR COLLECTIVELY NATURALIZED INDIVIDUALS

Puerto Rico

- Evidence of birth in Puerto Rico on or after 4/11/1899 and the applicant's or recipient's (A/R's) statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on 1/13/1941; or
- Evidence that the A/R was a Puerto Rican citizen and the A/R's statement that he or she was residing in Puerto Rico on 3/1/1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands

- Evidence of birth in the U.S. Virgin Islands, and the A/R's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on 2/25/1927; or
- The A/R's statement indicating residence in the U.S. Virgin Islands as a Danish citizen on 1/17/1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on 2/25/1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the A/R's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on 6/28/1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands [TTPI])

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on 11/3/1986 (NMI local time) and the A/R's statement that he or she did not owe allegiance to a foreign State on 11/4/1986 (NMI local time); or
- Evidence of TTPI citizenship, continuous residence in the NMI since before 11/3/1981 (NMI local time), voter registration prior to 1/1/1975 and the A/R's statement that he or she did not owe allegiance to a foreign State on 11/4/1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before 1/1/1974 and the A/R's statement that he or she did not owe allegiance to a foreign State on 11/4/1986 (NMI local time). If a person entered the NMI as a nonimmigrant and lived in the NMI since 1/1/1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.

IMMIGRANT STATUS

- The following are the most common United States Citizenship and Immigration Services (USCIS) Forms:
 - I-551 Permanent Resident Card;
 - I-94 Arrival/Departure Record;
 - I-688B or I-766 Employment Authorization Card;
- United States Citizenship and Immigration Services (USCIS) Form I-797-Notice of Action; or
- Evidence of continuous United States residence prior to 1972.

NOTE: If you are applying only for Medical Assistance, you do not have to tell us about your citizenship or immigration status if you are:

- pregnant; or
- an undocumented alien applying for Medical Assistance coverage because of an emergency medical condition. (See Medical Assistance section of Book 2, LOCAL DEPARTMENT OF SOCIAL SERVICES-4148B for more information on citizenship or immigration status.)