

MEDICAID DOCUMENT CHECKLIST

The following information is required in order to process your claim for Medicaid eligibility. The current look back period for Medicaid is 36 months, 3years. There is a 60 month, (5 year) look back period for Trusts and Annuities.

All information must be provided for both **Applicant and Spouse**, if applicable.

Please return this form with the documents listed below. If an item does not apply to you, kindly indicate such.

- _____ Provide proof of Citizenship. Items that may be used as proof are: Birth Certificates; Naturalization papers; U.S. Passport; Baptismal Certificate issued within 3 months of date of birth and including place of birth; Military Discharge Papers with place of birth listed or verification from Social Security stating place of birth.
- _____ Copies of Medicare Card; Insurance Card and Insurance Premium Stub
- _____ Copy of Marriage Certificate and/or Death Certificate of Spouse, Divorce or Separation Papers (full set) if applicable
- _____ Copy of Pre-Paid Irrevocable Funeral Arrangements.
- _____ Copies of all monthly bank statements (*all pages*), financial statements and passbook accounts. This applies to any and all accounts that have been open or closed as of _____.
- _____ Copies of all checks written over \$8,000.00 for the past 36 months.
- _____ Source of all deposits other than your regular monthly income on all accounts. **If necessary, copies must be requested from the bank, to include; copy of deposit slip and each check that makes up the deposit. There are no exceptions to this requirement!**
- _____ Written verification of face value and **current** cash surrender value of all Life Insurance policies. Please order this from each Life Insurance company.
- _____ Copies of the last 3 years Federal Income Tax Returns, including 1099's. If the applicant did not file tax returns for any of these years please contact the IRS at #1-800-829-1040 and ask for **Form 4506-T**, verification of non-filing for the last three tax years: 2002, 2003, 2004
- _____ Document the gross amount, any deductions and net amount of monthly income. If necessary you may have to contact the pension company for written verification.
- _____ Verification of residence for past 3 years. You will need to provide a copy of a deed and tax bill on a home if one is owned. If you leased an apartment/home, provide a copy of the lease for the past 3 years. In addition, verification of all addresses appearing on bank statements will be necessary. For example, if bank statements are going to a child's or sibling's home, the ownership of that address will need to be verified. There are no exceptions to this request!

The Long Island State Veterans Home provides assessment for Medicaid eligibility. If appropriate, a list of Elder Care Attorney's will be provided. Residents and/or their representatives are responsible for the nursing home bill if Medicaid is denied.