



Community Medicaid Documentation Checklist

Copies are fine for all documents, originals are not necessary. If you are having trouble obtaining any documents, please speak with your SeniorCare caseworker, as he/she may be able to help you obtain certain documents.

*When the applicant is married, **all** information must be submitted for **BOTH** spouses*

- Photo ID (one is enough)
 - Passport (may be expired)
 - Driver's License
 - Work ID
 - Naturalization Papers, if applicable
- Verification of Citizenship (one is enough, may use the same form as the Photo ID)
 - Passport (may be expired)
 - Naturalization Papers, if applicable
 - Birth Certificate
 - Baptismal Certificate
 - Voter Registration Card
- Proof of Marital Status (whichever one is relevant)
 - Marriage Certificate (or Kesubah)
 - Spouse's Death Certificate
 - Divorce Decree/Separation Papers
- Verification of Social Security Number (one is enough)
 - Social Security Card
 - 10-99 (Income Producing Documents) from Social Security Administration
- Verification of Address (whichever is applicable)
 - Rent receipt or current lease agreement
 - Deed to house or condominium (when owned by applicant or spouse)
 - Stock Certificate for co-op
 - If none of the above are applicable: speak to your SeniorCare Representative to get a letter for your landlord to sign.
 - In addition to the above we will need one recent utility bill (such as: telephone, cable, gas, electric)
- Health Insurance (BlueCross/BlueShield, AARP, UHC, HIP, Oxford, Elderplan etc.)
 - All insurance cards
 - Proof of premium (Either a letter or statement stating the premium amount and the time period the premium covers or copies of the last three cancelled check showing payment of premium)



- Medicare
 - Medicare card (red, white and blue card) – Replacement cards can be obtained by calling 1-800-633-4227
- Verification of Monthly Income (all that apply)
 - Social Security Award Letter (If you do not have one, you may request this letter by calling 1-800-772-1213 or SeniorCare can request one on your behalf)
 - Letter from pension or annuity company stating amount of current payments issued (and how often it is issued)
 - Last three salary stubs (if applicant or spouse is currently employed)
 - Letter from bank where IRA's are maintained stating the RMD (Required Minimum Distribution) amount for the current year (even if distribution wasn't taken yet)
- German or Austrian Reparations (may not be necessary in NYC, speak to your SeniorCare Representative)
 - Proof of amount received – such as: copy of latest check received, statement or receipt (If money is directly deposited into the bank account, speak to your banker about obtaining a payment stub or other proof of payment)
- Financial Information (bank accounts including savings, checking, passbook, stocks, bonds, CD's IRAs Annuities Etc.)

Applicant Living in NYC

- Preferably a letter from bank stating the current balance in each account otherwise the most recent bank statement for each account

Applicants Living outside NYC

- All Bank statements for the last three months

- Whole Life Insurance
 - Statement or letter from the insurance company stating name of owner and the current cash value
- In Addition, Applicant Living outside NYC (speak to your caseworker to obtain)
 - Signed Letter of Authorization
 - Two Affidavits signed by neighbors confirming applicants residence
 - Signed Medicaid application (for certain counties)
- Applicants Looking to Obtain Homecare (speak to Victoriaext 234)
 - Doctors Prescription Pad Diagnosis (not M11Q) stating:
 - Condition of patient
 - Patient Requires a Home Health Aide
 - Hours that Home Health is Required (eg: 24/7)
 - SeniorCare Medical Referral Form