

Verification Documents for Assistance Programs

Not all items listed are required. Other items may be needed and asked for at time of interview.

Failure to report or verify any expenses such as rent, mortgage, insurance, utilities, taxes, childcare, or medical costs will be seen as a statement by your household that you do not want to receive a deduction for that expense.

Social Security Number

- Social Security Numbers for applicants
- If you are applying for an individual who does not yet have a Social Security Number, you must provide a receipt from the Social Security Administration that shows you have applied for a number for that individual

Certificates

- Birth Certificates
- Marriage Certificates
- Death Certificates
- Divorce Certificates

Non-Citizen Immigration Papers

- Including Lawful Permanent Residency cards for all members of the household
- Verification of 10 years (40 Quarters) of employment

Housing Verification

- Verification of the Residence Address
- Lease Agreement, Rent Receipt, or Mortgage Statement
- Verification of Taxes and/or Homeowner's Insurance

Utility Bills

- Bills for utilities received within the last 30 days for gas, electric, propane, water, sewer, trash, and phone
- If the bills are not in your name a statement from the person who's name they are in saying you are responsible for the bill--include the bill

Work Income

- For all employed persons for the last two (2) months
- If you have lost your job within the last two (2) months, bring a letter of termination that includes the last day you worked, the date of the last paycheck, and pay stubs for the last month
- If you have started a new job, bring a letter from your employer giving a start date, rate of pay, number of hours per week, date first check will be received, and how often paid

Self-employed

- Bring verification of income and expenses for the last two (2) months, last years taxes (if in business the majority of last year), or a self-employment ledger.

Unearned Income

- Bring verification of all unearned income, such as, Student Financial Aid, Child Support, Unemployment, Workman's Compensation, Insurance Settlements, all Social Security benefits (including Widows, Disability, Survivors, Retirement), SSI, Veteran's benefits, PERA, Railroad, GI Bill Funds, Annuities, etc.

Disabled and Unable to Work

- If you are disabled and unable to work, but not receiving SSI or SSA, bring a current doctor's statement including the period of time you are unable to work.
- If you are pregnant, provide verification from the doctor, including expectancy date.

Daycare Expenses

- Bring verification of this billed expense.
- Include the name, address, and phone number of the day care provider.

Current Paid and/or Billed Medical Expenses

- If you receive Social Security Disability and/or SSI, or if you are over 60 years of age, bring bills, receipts, or a printout from the pharmacy for the last year of charges, and/or verification of other medical expenses owed that you are responsible.

Paying Child Support

- A copy of the court order showing your responsibility and proof that you are actually paying it (pay stubs showing the deduction, cancelled checks)

Immunization Records

- TANF applicants only

School Verification

- School Verification Form must be completed by school personnel (technician will provide the form at interview)

Resources

- Vehicle Registration
- Complete Bank Statements for all Bank Accounts
- Stocks, Bonds, 401 Ks, IRAs, Annuities, Life Insurance (face & cash value), Cemetery Plot, Burial Insurance, Property Valuation
- Statement from the bank concerning the balance owed or lease agreement on your vehicles

U.S. Citizenship and Identity

- U.S. citizens are required to provide verification of the citizenship and identity for each person applying for Medicaid by providing original documents, or providing notarized copies where the Notary Public has certified the documents as true copies of the originals
 - Verification for both citizenship and identity includes, but is not limited to a U.S. Passport, Certificate of Naturalization, or a Certificate of U.S. Citizenship.
 - Verification of citizenship only includes, but is not limited to, a U.S. Birth Certificate, a Certification of Birth issued by the Department of the State, a Certificate of Birth Abroad, or an official military record showing a U.S. place of birth.
 - Verification of identity includes, but is not limited to, a current state issued Drivers License or identification card bearing the individuals picture, a school picture identification card, or clinic, doctor or hospital record showing date of birth