

# MEDICAID DOCUMENT CHECKLIST



The following is a general list of items needed when applying for nursing home assistance. To expedite the application process, please provide all applicable information to your specific case when you make application. Please note that this is a general list, and every item on this list may not apply to your specific case. Additionally, this list may not be all inclusive, depending on your situation.

1. Proof of identity and citizenship if you do not receive Medicare, SSI or Social Security disability benefits (drivers' license, Social Security card).
2. Medicare and any additional health/Rx/dental insurance card(s) (front & back).
3. Current health/Rx/dental insurance premium verification.
4. All life insurance policies including verification of the owner, type of policy and current cash surrender value(s). Please note that the face value does not correspond with the case value.
5. Prepaid burial plans with verification of their irrevocability, if applicable.
6. Bank and other financial statement(s) for the month of application and the month of assessment (if applicable). Discuss prior quarter with attorney.
7. Verification of the values of all CD's, stocks, bonds, and other investments for month of application and/or assessment.
8. Verification of the disposition of all large checks.
9. Verification of any recently closed accounts.
10. Power of Attorney, guardianship, or conservatorship papers.
11. Complete copies of all trusts with the accompanying Schedule A.
12. Complete copies of all annuities including application page.
13. Real estate deeds and verification of the amount owed, if any.
14. Car title(s).
15. Verification of the gross Social Security amount and the gross amount of all other pension(s). Please note that the direct deposit to bank accounts does not verify the gross benefit.
16. Verification of all sale or transfer of property over the last 5 years (ask attorney for details).
17. Birth verification (if not born in MO).
18. If the client is under 65, then provide the following:
  - verification of Social Security Disability (SSD)
  - verification of Supplemental Security Income (SSI)
  - a complete list of all doctors and hospitals to obtain medical records from.

In addition, the following items are also needed in cases where the client is married:

1. Marriage verification.
2. Recent utility bills (gas and/or electric) with the address.
3. Verification of rent or house payments.
4. Verification of condominium maintenance fees, if applicable.
5. Most recent real estate tax and homeowner's insurance payments.
6. Verification of all gross income for the community spouse (including interest & dividends).
7. Verification of the first 30 days of institutionalization (defined as the first 30 continuous days in a hospital and/or venter certified bed in a nursing facility).
8. Verification of value of all assets for the month of institutionalization – if month of institutionalization is different from the month of application.