



The documentation requested below is required in accordance with New York State Social Services Law. The failure to provide any of the supporting documentation will lead to a Medicaid denial.

A. Proof of identity and family relationships (If spouse is living, documents are needed for both spouses).

- _____ Social Security card
- _____ Medicare card
- _____ Health insurance and prescription coverage cards
- _____ Birth or baptismal certificates
- _____ Marriage certificate (only if spouse is alive)
- _____ Death certificate of spouse

B. Residency and Living arrangement

- _____ Real estate information if residence is owned (deed and tax bill)
- _____ Closing papers on property sale (evidence of listing price, HUD or closing statement, copy of sale proceeds check)
- _____ Current nursing home invoice

C. Income

- _____ Pay Stubs for previous eight (8) weeks

Current year award letter or monthly statement for the following benefits: **(Medicaid will not accept 1099's or direct deposit proof of income)**

- _____ Social Security (multi-fold notice from SSA establishing benefits for current year)
- _____ Veterans
- _____ Pensions
- _____ N.Y.S. Disability
- _____ Worker's Compensation
- _____ Proof of income created by trust (projected annual income for current year)
- _____ Current year evidence of income (RMD) from IRA or other retirement account

***Medicaid does not reduce the amount of countable income by any taxes being withheld. Please bring a cessation to any such withholdings.** It will be necessary for you to consult your accountant to ascertain the tax impact this will have on you.

D. Tax Information – 3 years

_____ Form 1040 income tax returns and all 1099's

E. Resources - Please provide statements (ALL PAGES OF STATEMENTS ARE REQUIRED) for all accounts, open or closed, for the following:

The time period financial institution statements are needed is from _____ to _____.

- _____ Personal needs account at nursing home
- _____ Checking and savings account statements for the past 60 months
- _____ Stock from Computershare or other entity for past 60 months
- _____ Statements from accounts managed by financial planner for the past 60 months
- _____ Statements for IRA accounts for the past 60 months
- _____ Statements of qualified retirement accounts (non-IRA) for the past 60 months
- _____ Statements of annuities for the past 60 months

Statements needed for following accounts.

- _____ A current-year letter from each life insurance company indicating the following information with respect to the policy: face value, death benefit, cash value
- _____ Long-term care insurance policies
- _____ Bonds

F. Other

- _____ Any notes or mortgages receivable by you with amortization schedule
- _____ Proof of health insurance premiums
- _____ Proof of irrevocable pre-paid funeral account
- _____ Power of Attorney
- _____ Title to automobiles
- _____ Trust documents

IMPORTANT

Please be advised, in the event that it is necessary to liquidate assets, the Ward, Arcuri, Foley and Dwyer Law Firm assumes no responsibility with regard to potential tax liability associated with the same. It will be your responsibility to ascertain the tax implications associated with the liquidation of assets.

If you have agreed to utilize the “disabled child exemption”, it will be your responsibility to ascertain any affect this Social Services Law exemption may have on the disabled child’s ongoing disability benefits and/or ongoing Medicaid eligibility. The Ward, Arcuri, Foley and Dwyer Law Firm does not practice Social Security Law and, therefore, cannot offer any advice in this regard. We do not represent the disabled child and therefore cannot address any Medicaid eligibility issue that may arise for said child. We are only able to speak to the impact of the exemption as it relates to the Medicaid application and the applicant’s (our client) eligibility for Medicaid.

Lastly, it is the duty of the applicant’s representative to inform the Ward, Arcuri, Foley and Dwyer Law Firm of any change regarding the applicant’s stay/placement in the nursing home. Specifically, in the event that the applicant leaves the nursing home facility, due to a hospital stay, which leads to another entity paying for the applicant’s cost of care (Medicare paying for rehabilitation), it is necessary that you immediately inform the Ward, Arcuri, Foley and Dwyer Law Firm of the same as any decrease in the cost of care will directly affect the month in which a Medicaid application may be submitted.

After you have retained our firm, please do not pay the nursing home without discussing the same with Robert J. Malpezzi.