

Medicaid Checklist

We need all documentation for both medicaid recipient and spouse

- Name of Facility: _____
- Date of Admission: _____
- Tax return for previous year
- Admission Record from hospital and Nursing Home Showing Date of Admission. Proof of admission on the Snapshot date, this is the 1st day of the 30 consecutive day stay in the Nursing home or hospital or both combined. Need a timeline of admission and discharge dates of each facility.
- Pre-Admission Screening Assessment Determination (ASCEND Notice of Level of Care Determination)
- Birth Certificate
- Social Security Cards
- Marriage certificate, or death certificate if the spouse is no longer living (divorce decree if not married any longer)
- Drivers license or other ID
- Health Insurance ID cards (all that apply - copy of front and back of cards)
- Medicare cards (copy of front and back of cards)
- Date, amount, and payee for all gifts within the past 60 months
- Irrevocable Trust and Trust Account Statements
- Proof of income from all sources - annual statement or monthly stubs (see below)

Resources:

- Bank Statements for all banks for the previous 3 months; Send all statements to Attorney each month. Need proof of any accounts that were closed, cashed out or transferred to another account. We will also need to know where the money went. If there is a safety deposit box, we need a list of its contents.
- Records of stocks, bonds, annuities, any other assets
- Vehicle titles
- Copy of all Deeds and current mortgages
- Life insurance - face sheet for all policies, copies of identification cards and cash surrender value of each policy. Need proof if pay monthly premium.
- Annuities, IRA and retirement accounts, other accounts or assets.
- Statement for resident fund account at nursing home, if any

- Copy of funeral trust and copy of deed for cemetery plot
- Long Term Care Insurance policies, copy of policy

Income

- Documentation of all sources of income (pension stub, Social Security benefits statement showing monthly S.S. benefit (*if you don't have a copy of your Social Security statement for this year, you need to request it from the Social Security office*), disability payments, etc.) Bring written proof of the amount of payment received each month. If there is a pension, we need to know if there is a 13th check and if so, need proof of it.
 - * If taxes are being taken out of the pension, then ask for this to be stopped
- Promissory Notes payable to you or spouse, or other obligations due you

Medical Expenses

- Payment book/Proof of payment amount for health insurance premiums
- Payment book for payment of Long Term Care Insurance premiums
- Copy of check register(s)
 - * If you don't keep a check register, you can type one up or we will need copies of the checks written over \$400.00. You can also write on the bank statements what the purchase was for/to whom
- Copy of nursing home bills
- Copy of recent medical bills
- Copy of credit card statements, only if they are currently being used, for the past 3 months

Shelter Expenses (MCCA Case)

- Proof of monthly rent or lease
- Proof of mortgage payment
- Utility bills
- Proof of real estate tax liability
- Proof of homeowner's insurance payments/costs

Legal Documents

- Power of Attorney or Guardianship Order
- Last Will and Testament and/or Trust document