

## MEMORANDUM

TO: Medicaid applicant or representative

RE: Documents required for Maryland Medicaid Application

The following is a list of the documents that the local county Medicaid offices will require in support of an application for Maryland Medical Assistance long term care.

- \_\_\_ A. Copy of health insurance cards for applicant.
  - \_\_\_ 1. Medicare
  - \_\_\_ 2. Federal Employee Health Benefits
  - \_\_\_ 3. Medicare Supplement Insurance
  - \_\_\_ 4. Other
  
- \_\_\_ B. Copy of Social Security card for applicant.
  
- \_\_\_ C. Copy of birth certificate or equivalent for applicant (passport, confirmation certificate, etc.). If currently married, then the birth certificate or equivalent for the spouse at home, as well as a copy of the marriage certificate.
  
- \_\_\_ D. Written Verification of health insurance premiums (copy of cancelled check or benefit award statement showing automatic deduction for health care benefits) for applicant. ***Note: For Medicare, FEHB and other health insurance paid through deductions of the premium from monthly benefit checks, the income or benefit notice will be sufficient.***
  - \_\_\_ 1. Medicare Supplement Insurance
  - \_\_\_ 2. Other
  
- \_\_\_ E. Copy of last nursing home bill that was paid for applicant.
  
- \_\_\_ F. Benefit award letter for current Social Security for applicant for 2002. ***Note: This is the form mailed out around December 31 each year showing benefits for the following year. It is NOT the 1099-SSA that you received about January 30<sup>th</sup> showing your income for tax purposes for the previous year. A sample is attached.***

If you do not have the form, call the Social Security hot-line at 1-800-772-

1213 and provide with the applicant's Social Security number. SSA will mail an income notice to the last address it has on record for the applicant.

- \_\_\_ G. Documentation of pensions or annuities for applicant.  
Any monthly pension or annuity.  
***OPM or Civil Service is like SSA: Medicaid will want the form mailed out around December 31 each year showing benefits for the following year. It is NOT the 1099 that you received about January 30<sup>th</sup> showing your Federal employee benefits for tax purposes for the previous year.***
- \_\_\_ H. Copies of all life insurance policies owned by the applicant or spouse, including documentation of the current surrender cash value – including dividends and paid-up insurance – as well as the face value of each policy. Include all policies owned at the time of application. If a policy was closed in the last three years, you will need to provide only the documentation showing its then-value and how the proceeds were distributed.
- \_\_\_ I. Documentation of burial trust, contract, or plots owned by applicant or spouse.
- \_\_\_ J. Copy of Deed to home and any other real property owned by the applicant or spouse. Also recent property tax assessment notice.
- \_\_\_ K. Copy of Title to all vehicles owned by applicant or spouse as well as reliable evidence of value: Blue Book valuation or written appraisal by someone qualified to appraise the vehicle.
- \_\_\_ L. Copies of bank statements for each account (including CD and IRA accounts) in applicant's name and/or in spouse's name ***for the last 36 months***. This includes accounts that are presently closed, but were opened for some period during the last three years. The case worker at the Department of Social Services will trace the applicant's assets over the past three years, so every statement showing every transaction is required. Copies of checks are not required.
- \_\_\_ M. Copies of stock certificates or investment accounts owned by the applicant or spouse within the last three years. Please provide documents on the sale and transfer of shares if applicable.
- \_\_\_ N. Copies of Federal Income Tax Returns for the last three years, or if none was filed, a standard form from IRS confirming that there is no return on file.