



Medicaid Client Checklist

Please gather as many of the following documents as you can and deliver them to us before your initial conference with our attorneys. We will scan these documents to help the attorneys prepare for the conference.

**** If the Medicaid Applicant is married, we will need this information for both spouses.****

General Information:

- ☐ Birth Certificate
- ☐ Marriage Certificate for most recent marriage
- ☐ Decree of dissolution for each past marriage of the Applicant that ended in divorce
- ☐ Death Certificate of any deceased spouse of the Applicant
- ☐ Social Security Identification Card
- ☐ Railroad Retirement Card
- ☐ Driver's License or Identification Card
- ☐ Form DD 214 (For military veterans – Certificate of Release or Discharge from Active Duty)
- ☐ Most recent federal income tax return

Nursing Home Information:

- ☐ Nursing Home admission documents
- ☐ Statement, letter, or invoice from nursing home showing Applicant's daily rate
- ☐ Hospital admission and discharge documents if Applicant was in the hospital prior to nursing home (also for if a married applicant was ever admitted for 30 consecutive days or more to one or more hospital/rehab facilities since September 30, 1989)

Insurance Information:

- ☐ Medicare Card (**front and back**)
- ☐ Veterans health benefit card (**front and back**) and statement
- ☐ Supplemental Health Insurance Card (**front and back**)
- ☐ Supplemental Health Insurance Premium Statement
- ☐ Rx (prescription) Plan Card (**front and back**)
- ☐ Rx (prescription) Plan Premium Statement
- ☐ Long term care (nursing home) insurance policy (front and back of all pages) with fact sheet showing current daily payment rate and the maximum coverage value or number of days of coverage

Income Information:

- ☐ Social Security Statement (long narrow form delivered in the fall of the year – **NOT Form SSA-1099**)
- ☐ Railroad Benefits Statement
- ☐ Veteran's Benefits Statement
- ☐ Pension Statements and records identifying former employers that provided the pensions
- ☐ Farm Lease and crop rent income information for most recent crop year
- ☐ Rental Property Lease, rental income information, and expenses of ownership:

- ☐ Real estate tax statements
- ☐ Property insurance statement
- ☐ Utility statement
- ☐ Maintenance expenses
- ☐ Mortgage information
- ☐ Earnings: name of employer, pay stubs covering the last 3 months, verification of work expenses.
- ☐ Statements regarding any other income received.

Resource Information:

- ☐ Account statement for every account (owned by the Applicant or Applicant's spouse - including accounts owned with other people) showing the balance **for three months prior to the initial conference**. Such accounts include:
 - ☐ Checking Accounts
 - ☐ Savings Accounts
 - ☐ Certificates of Deposit (CD)
 - ☐ Stocks
 - ☐ Bonds (including US savings bonds or any other type of bond)
 - ☐ Other Investment Securities
 - ☐ Investment accounts
 - ☐ Brokerage accounts
 - ☐ IRA, Roth IRA, IRA annuities, 401(k) accounts, etc.
 - ☐ Other Retirement Accounts
 - ☐ Nursing Home Resident Account
- ☐ Life insurance Documents:
 - ☐ Complete copy (**front and back**) of pages of each policy
 - ☐ Face Sheet showing issue date and face amount
 - ☐ Any document from the company showing current death benefit value and cash surrender value
- ☐ Annuity policies or contracts
 - ☐ Complete copy of all pages (**front and back**) of each policy or contract
 - ☐ Any document from the company showing current cash surrender value
- ☐ Vehicle documents ((includes cars, trucks, RVs, camper trailer, boats, motorcycles etc.))
 - ☐ Vehicle Title
 - ☐ A note from you describing vehicle make, model, condition, and current mileage of the vehicle.
- ☐ Real Estate documents, whether owned individually, jointly with others, or in trust
 - ☐ Deeds
 - ☐ Appraisals (only if you already have them – please don't order an appraisal)
 - ☐ Real Estate Tax Statements
- ☐ Prepaid funeral documents (**front and back copies of all pages**) and deed to burial plot.
- ☐ A list of the contents of any safety deposit box, the name of the bank and the bank's location.

Gifts, Sales, and Other Transfers:

- ☐ Evidence of all gifts or sales for less than fair market value to family members or any other persons or entities made by the applicant or the applicant's spouse in the past 5 years (provide copies of checks, account statements, real estate sale closing statements, deeds, etc.)

Legal Documents:

- ☐ Powers of Attorney
☐ Appointment of Health Care Representative
☐ Last Will and Testament
☐ Trust Agreement(s)
☐ Living Will
☐ If person in under Guardianship, "Letters of Guardianship" and/or Court Order

Provide the following information only if the nursing home resident has a spouse living at home:

- ☐ Records of the following household expenses for the past three months:
- ☐ Rent or Mortgage payment
 - ☐ Real Estate Taxes
 - ☐ Homeowner's insurance premium
 - ☐ Condo maintenance fees or charges
 - ☐ Telephone Bill
 - ☐ Gas Bill
 - ☐ Electric Bill
 - ☐ Water Bill
 - ☐ Sewage Bill
 - ☐ Fuel Oil Bill
 - ☐ Trash Bill

The Medicaid application process usually takes many days in preparation, filing, and responses to government officials' questions. It also requires us to assemble, summarize, and file a vast number of documents.

If the person that you are helping resides in a nursing home, please tell the nursing home representative that your attorney is preparing to begin the Medicaid application process and ask the representative to direct Medicaid questions to your attorney.



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