

DOCUMENTS NEEDED WHEN YOU APPLY FOR HEALTH INSURANCE

Applicant Name _____

Application Date _____

*** Your enrollment cannot be completed until all NECESSARY items are received. If you need help getting any of these items, let us know.**

YOU DO NOT NEED TO SHOW US ALL OF THESE DOCUMENTS. We only need documents that apply to you or others who are applying. If we are unable to verify your U.S. Citizenship and identity electronically through federal databases, we will need to see documentation of U.S. Citizenship and identity. Please do not mail original U.S. Citizenship or identity documents. Copies of other documents needed to determine eligibility can be mailed with your application or dropped off at your local department of social services. Please contact your local department of social services or call 1-800-698-4543 to find out where you can bring documents.

You need to provide proof of Identity, U.S. Citizenship and/or Immigration Status and Date of Birth.

You can provide ONE of the following documents to prove both U.S. Citizenship, Identity and your Date of Birth:

- ☐ U.S. passport/card
- ☐ Certificate of Naturalization (DHS Forms N-550 or N-570)
- ☐ Certificate of U.S. Citizenship (DHS Forms N-560 or N-561)
- ☐ NYS Enhanced Driver's License (EDL).
- ☐ Native American Tribal Document issued by a Federally Recognized Tribe

When none of the above documents are available, ONE document from the U.S. Citizenship list and ONE from the Identity list may be used to prove your citizenship and /or identity.

This list is not all-inclusive. If you do not have one of these documents, please refer to the "How to Get Help" section of the instructions.

Documents with * next to it also show date of birth

U.S. Citizenship (Provide One)

- ☐ U.S. Birth Certificate*
- ☐ Certification of Birth issued by Department of State (Forms FS-545 or DS-1350)*
- ☐ Report of Birth Abroad (FS-240)
- ☐ U.S. National ID card (Form I-197 or I-179)
- ☐ Religious/School Records*
- ☐ Military record of service showing U.S. place of birth
- ☐ Final adoption decree
- ☐ Evidence of qualifying for U.S. citizenship under the Child Citizenship Act of 2000

AND

Identity (Provide One)

- ☐ State Driver's license or ID card with photo*
- ☐ ID card issued by a federal, state, or local government agency
- ☐ U.S. Military card or draft record or U.S Coast Guard Merchant Mariner Card
- ☐ School ID card with a photo (may also show date of birth)
- ☐ Certificate of Degree of Indian blood or other American Indian/Alaska Native tribal document with photo
- ☐ Verified School, Nursery or Daycare records (for children under 18) (may also show date of birth)
- ☐ Clinic, Doctor or Hospital records (for children under 18)*

If you do not have one of the documents that show your date of birth, you must also submit one of the following items:

- ☐ Marriage certificate
- ☐ NYS Benefit Identification Card

***Please return all necessary documents by:** _____

or application may be denied.

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If you are not a U.S. Citizen

The list below contains some of the most common United States Citizenship and Immigration Services (USCIS) forms used to show your immigration status.

This list is not all-inclusive. If you do not have one of these documents, please refer to the “How to Get Help” section of the instructions.

We need to see **ONE** of the following documents to prove Immigration Status, Identity and your Date of Birth. You must prove all three.

Documents with * next to it also show date of birth

Immigration Status/Identity

- ☐ I-551 Permanent Resident Card (“Green Card”)*
- ☐ I-688B or I-766 Employment Authorization Card*

Immigration Status, but require an additional Identity document

- ☐ I-94 Arrival/Departure Record*
- ☐ USCIS Form I-797 Notice of Action

DOB/Identity, but require an additional immigration status document

- ☐ Visa
- ☐ U.S. Passport

Home Address: This address must match the home address that you write in Section A of the application. The proof must be dated within 6 months of when you signed the application.

- ☐ Lease/ letter/ rent receipt with your home address from landlord
- ☐ Utility Bill (gas, electric, phone, cable, fuel or water)
- ☐ Property tax records or mortgage statement
- ☐ Driver’s license (if issued in the past 6 months)
- ☐ Government ID card with address
- ☐ Postmarked envelope or post card (cannot use if sent to a P.O. Box)

PROOF OF CURRENT INCOME, OR INCOME YOU MIGHT GET IN THE FUTURE SUCH AS UNEMPLOYMENT BENEFITS OR A LAWSUIT: You must provide a letter, written statement, or copy of check or stubs, from the employer, person or agency providing the income. YOU DO NOT NEED TO SHOW US ALL OF THESE DOCUMENTS, only the ones that apply to you and the people living with you.

One proof for each type of income you have is required. Provide the most recent proof of income before taxes and any other deductions. The proof must be dated, include the employee’s name and show gross income for the pay period. The proof must be for the last four weeks, whether you get paid weekly, bi-weekly, or monthly. It is important that these be current.

Wages and Salary

- ☐ Paycheck stubs
- ☐ Letter from employer on company letterhead, signed and dated
- ☐ Business/payroll records

Self-Employment

- ☐ Current signed and dated income tax return and all Schedules
- ☐ Records of earnings and expenses/ business records

Unemployment Benefits

- ☐ Award letter/certificate
- ☐ Monthly benefit statement from NYS Department of Labor
- ☐ Printout of recipient’s account information from the NYS Department of Labor’s website (www.labor.ny.gov)
- ☐ Copy of Direct Payment Card with printout
- ☐ Correspondence from the NYS Department of Labor

Private Pensions/Annuities

- ☐ Statement from pension/annuity

Social Security

- ☐ Award letter/certificate
- ☐ Annual benefit statement
- ☐ Correspondence from Social Security Administration

Workers’ Compensation

- ☐ Award letter
- ☐ Check stub

Child Support/Alimony

- ☐ Letter from person providing support
- ☐ Letter from court
- ☐ Child support/alimony check stub
- ☐ Copy of NY EPPICard with printout
- ☐ Copy of child support account information from www.childsupport.ny.gov
- ☐ Copy of bank statement showing direct deposit

Veterans’ Benefits

- ☐ Award letter
- ☐ Benefit check stub
- ☐ Correspondence from Veterans Affairs

Military Pay

- ☐ Award letter
- ☐ Check stub

Income from Rent or Room/Board

- ☐ Letter from roomer, boarder, tenant
- ☐ Check stub

Interest/Dividends/Royalties

- ☐ Recent statement from bank, credit union or financial institution
- ☐ Letter from broker
- ☐ Letter from agent
- ☐ 1099 or tax return (if no other documentation is available)

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If you pay to have care for your children or an adult in your family while you work, provide one of the following:

- ☐ Written statement from day care center or other child/adult care provider
- ☐ Canceled checks or receipts that show your payments

If you or your spouse are required to pay court ordered support you must provide the following:

- ☐ Court Order

Proof of health insurance, provide all that apply:

- ☐ Proof of current insurance (Insurance policy, Certificate of Insurance or Insurance Card)
- ☐ Health Insurance Termination Letter
- ☐ Medicare Card (Red, White and Blue Card)
- ☐ Confirmation of Medicare Application
- ☐ Medicare Award or Denial Letter

If you have medical bills in the last three months, provide all the following (if applicable):

For determination of eligibility for medical expenses from the past three months:

- ☐ Proof of income for the month(s) in which the expense was incurred
- ☐ Proof of residency/home address for the month(s) in which the expense was incurred, if different from the address listed in Section A of this application
- ☐ Medical bills for last three months, whether or not you paid them

Resources (only if you are age 65 or older, certified blind or disabled and have no children under age 21 living with you):

- ☐ Bank account statements: checking, savings, retirement (IRA and Keogh)
- ☐ Stocks, bonds, certificates statements
- ☐ Copy of Life Insurance policy
- ☐ Copy of burial trust or fund burial plot deed or funeral agreement
- ☐ Deed for real estate other than residence

Proof of Student Status for college students if employed:

- ☐ Copy of schedule
- ☐ Statement from college or university
- ☐ Other correspondence from college showing student status