

Verification Needed to Complete your LTSS Application

Thank you for your application for Long-Term Services and Supports (LTSS). In order to determine your eligibility, policy requires that we verify your income, resources and other aspects of your circumstances. The following is a list of items that we must verify. The sooner you can provide these items, the sooner DHS can process your application. It is the responsibility of the client to verify all requested information. However, **DO NOT HOLD YOUR APPLICATION UNTIL YOU HAVE ALL THE INFORMATION.** You will receive a personalized notice soon informing you of exactly what DHS needs based on specific income, resources, and other circumstances in order to make a determination on your LTSS application.

Please provide copies of the following:

Cards/Certificates

- Social Security Card
- INS card, if you are not a citizen
- Medicare Card
- Health Insurance Card
- Birth Certificate (or if not available, Census Records/Baptismal Records to verify age and citizenship)
- Marriage License and/or Divorce Decree

Income – including *spouse* if you are in a facility or if you have established an income trust

- Copy of Paystubs
- Social Security Award Letters
- VA Award Letters – include Aid and Attendance
- Retirement Benefits Letter (APERS, Pension, OPM, etc.)
- If Rental Property – Rental Agreement
- LTC Insurance Policy
- If receive money from an insurance company or an annuity, provide proof
- Last month or quarter interest received on checking and/or savings accounts
- Trust documents (Revocable, Irrevocable, Annuity, etc.)
- Mineral Rights/Oil/Gas Lease Payments for the last 12 months and/or Form 1099 for the previous tax year
- Direct Express Accounts and/or Pay Card Statements. If you do not receive statements on your Direct Express Account, you may want to consider calling **1-888-741-1115** and request a current copy from customer service.

Resources – including *spouse*

- Bank statements showing balance as of the 1st day of month of application (three (3) prior statements)
- Savings Account Passbook or Statement from bank
- Life Insurance Policy (entire policy)
- Burial Insurance Policy – Prepaid Burial Contract
- Mortgage papers if you own a mortgage and people are paying your monthly installments
- Current year tax assessment and personal property statement
- Deeds to all property you currently own, are buying, or in which you have an ownership interest
- Deeds to all property transferred in the last 5 years
- Life estate, CD, IRA, Patient Fund Account, etc.
- Trust documents (Revocable, Irrevocable, Annuity, etc.)
- Mineral Rights/Oil/Gas Lease Form 1099 for the previous tax year

****Complete and return the attached *Disposal of Assets Disclosure* form (DHS-0727) with your application.****

If you have sold or given away anything of value within the last 60 months (5 years) prior to the date of this application, please provide verification.

If you have a trust or annuity, regardless of when it was established, provide verification.