

# DOCUMENTS NEEDED WHEN YOU APPLY FOR HEALTH INSURANCE

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. We will need to see original or certified copies of documents for identity and U.S. citizenship. Please contact your local department of social services or call 1-800-698-4543 to find out where you can bring identity and U.S. citizenship documents. Many local departments of social services and Child Health Plus health plans do not accept original documents by mail, so please check with them if you wish to mail these documents. Copies of other documents can be mailed with your application.

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

Effective 7/1/10, citizen children who provide a social security number are not required to provide identity or citizenship documentation if eligible for Child Health Plus.

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

- U.S. passport book/card **OR**
- Certificate of Naturalization (DHS Forms N-550 or N-570) **OR**
- Certificate of U.S. Citizenship (DHS Forms N-560 or N-561) **OR**
- NYS Enhanced Driver's License (EDL).

When one of the above documents is not available, ONE document from EACH of the lists below 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

- 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)
- Native American Tribal Document\*
- 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

#### Identity

- 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 Native American/Alaska Native tribal document with photo
- Verified School, Nursery or Daycare records (for children under 16) (may also show date of birth)
- Clinic, Doctor or Hospital records (for children under 16)\*

### If you do not use one of the documents that show date of birth, you must also submit one of the following:

- Marriage certificate
- NYS Benefit Identification Card

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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 both Immigration Status, Identity and your Date of Birth:

### 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
- Evidence of Continuous U.S. Residence prior to January 1, 1972

## 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 LIKE 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
- Current signed and dated income tax return and all Schedules
- 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.state.ny.us](http://www.labor.state.ny.us))
- 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 Epicard with printout
- Copy of child support account information from [www.newyorkchildsupport.com](http://www.newyorkchildsupport.com)
- 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)

#### Support from Other Family Members

- Signed statement or letter from family member

# DOCUMENTS NEEDED WHEN YOU APPLY FOR HEALTH INSURANCE

## If you pay to have care for your children or parents 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

## 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)

## Pregnant women only: proof of pregnancy, provide one of the following:

- Presumptive Eligibility Screening Worksheet for pregnant women completed by a qualified provider that tells us the expected date of delivery
- Statement from medical professional (such as a doctor or nurse practitioner) with the expected date of delivery
- WIC Medical Referral Form that tells us the expected date of delivery

## If you have medical bills in the last three months, provide all the following:

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
- Medical bills for last three months, whether or not you paid them