

## LIST OF DOCUMENTS NEEDED FOR MEDICAID APPLICATION

PLEASE CALL US IF YOU HAVE ANY QUESTIONS ABOUT THESE DOCUMENTS. NOT ALL OF THESE DOCUMENTS WILL BE RELEVANT TO YOUR SITUATION OR YOU MAY NOT HAVE THEM. IF THEY ARE NOT RELEVANT OR IF YOU DO NOT HAVE THESE AVAILABLE, SIMPLY IGNORE AND MOVE ON TO THE ITEMS THAT YOU DO HAVE. WE WILL ASSIST YOU ON OBTAINING THE FORMS YOU NEED.

**NOTE AS TO LOOKBACK: THE “LOOKBACK PERIOD” IS A PERIOD OF TIME PRIOR TO A MEDICAL ASSISTANCE APPLICATION THAT THE STATE WILL SCRUTINIZE FOR ANY GIFTS OR UNCOMPENSATED TRANSFERS OF ASSETS. AS OF THIS WRITING (NOVEMBER 2014) THE LOOKBACK GOES BACK TO NOVEMBER 2009. ACCORDINGLY, YOU MUST LOCATE AND/OR SAVE ALL FINANCIAL PAPERWORK (ESPECIALLY CANCELLED CHECKS) FROM NOVEMBER 2009 TO NOW. IF THE DEPARTMENT OF PUBLIC WELFARE FINDS ANY UNCOMPENSATED TRANSFERS (GIFTS) DURING THAT TIME PERIOD, IT WILL PENALIZE YOU BY DENYING BENEFITS FOR THE PERIOD OF NURSING HOME CARE THAT YOU COULD HAVE PURCHASED WITH THE GIFTED ASSETS. IF YOU HAVE GIFTED, PLEASE LET US KNOW. DO NOT MAKE ANY GIFTS OR TRANSFER OF ASSETS IN THE FUTURE WITHOUT DISCUSSING THIS WITH US FIRST. GIFTING HAS VERY SERIOUS CONSEQUENCES UNDER THE LAW. ANY QUESTIONS, PLEASE CALL AND DISCUSS.**

### **PERSONAL RECORDS:**

- \_\_\_\_\_ COPY OF BIRTH CERTIFICATE
- \_\_\_\_\_ COPY OF MARRIAGE CERTIFICATE (IF CURRENTLY MARRIED)
- \_\_\_\_\_ COPY OF DIVORCE DECREE (IF DIVORCED)
- \_\_\_\_\_ IF MARRIED BUT SEPARATED, DATE OF SEPARATION
- \_\_\_\_\_ DEATH CERTIFICATES FOR DECEASED SPOUSE
- \_\_\_\_\_ COPY OF NATURALIZATION PAPERS, IF APPLICABLE

### **ID CARDS:**

- \_\_\_\_\_ SOCIAL SECURITY
- \_\_\_\_\_ HEALTH INSURANCE AND MEDICARE CARDS
- \_\_\_\_\_ DRIVER'S LICENSE
- \_\_\_\_\_ PACE
- \_\_\_\_\_ VETERAN'S
- \_\_\_\_\_ TRICARE

### **FUNERAL AND BURIAL:**

- \_\_\_\_\_ DEED FOR CEMETERY PLOTS
- \_\_\_\_\_ PRE-NEED FUNERAL OR BURIAL AGREEMENTS OR ACCOUNT STATEMENTS.
- \_\_\_\_\_ ESTIMATE OF BURIAL EXPENSES
- \_\_\_\_\_ ESTIMATED COST OF FUNERAL PLANS

### **INCOME:**

- \_\_\_\_\_ LATEST FORM 1099R AND 1099SSA FOR ALL PENSIONS AND ANNUITIES
- \_\_\_\_\_ COPY OF SOCIAL SECURITY CARD, BENEFIT CHECK, BANK STATEMENT OR OTHER STATEMENT SHOWING CURRENT SOCIAL SECURITY BENEFIT FOR APPLICANT (AND SPOUSE). IF SSA HAS NOTIFIED APPLICANT OF INCREASE PROVIDE NOTICE
- \_\_\_\_\_ COPY OF MONTHLY INCOME CHECKS, OR STATEMENT FROM INCOME SOURCES (SOCIAL SECURITY, PENSIONS, ETC.) TO VERIFY GROSS INCOME AND MONTHLY DEDUCTIONS; WORKERS COMPENSATION
- \_\_\_\_\_ FEDERAL INCOME TAX RETURNS (FROM **NOVEMBER 2009** THROUGH CURRENT YEAR)

### **VEHICLE INFORMATION:**

- \_\_\_\_\_ A COPY OF THE TITLE, AND YEAR, MAKE AND MODEL OF THE EACH VEHICLE ALONG WITH MILEAGE,

OPTIONS AND CONDITION

- \_\_\_\_\_ A WRITTEN STATEMENT OF THE VALUE OF ANY OTHER VEHICLES, SUCH AS BOATS, TRAILERS, ETC.
- \_\_\_\_\_ COPY OF AUTOMOBILE REGISTRATION

**REAL ESTATE:**

- \_\_\_\_\_ COPY OF DEEDS FOR ALL REAL ESTATE
- \_\_\_\_\_ DESCRIPTION OF PROPERTIES
- \_\_\_\_\_ COPY OF MOST RECENT PROPERTY TAX BILL AND MORTGAGE BILL, IF ANY
- \_\_\_\_\_ COPY OF HOMEOWNERS/RENTERS INSURANCE
- \_\_\_\_\_ IF RENTING, COPY OF LEASE
- \_\_\_\_\_ COPY OF ELECTRIC, PHONE, AND OTHER UTILITY BILLS
- \_\_\_\_\_ COPY OF LISTING AGREEMENT IF PLANNING TO SELL
- \_\_\_\_\_ IF HOME SOLD OR TRANSFERRED SINCE **NOVEMBER 2009** COPIES OF DEEDS AND/OR HUD1

**INSURANCE:**

- \_\_\_\_\_ COPIES OF HEALTH INSURANCE CARDS INCLUDING MEDICARE AND ANY SUPPLEMENTAL POLICIES (ALSO VERIFICATION OF PREMIUM);
- \_\_\_\_\_ LIFE INSURANCE
- \_\_\_\_\_ ORIGINAL POLICY
- \_\_\_\_\_ LETTER FROM EACH LIFE INSURANCE COMPANY INDICATING THE FOLLOWING INFORMATION WITH RESPECT TO THE POLICY: TYPE POLICY, LOAN VALUES, FACE VALUE, DEATH BENEFIT & SURRENDER VALUE, ALL CHANGES OF OWNERSHIP OR BENEFICIARIES. \*\*
- \_\_\_\_\_ LONG TERM CARE POLICY STATEMENT SHOWING VALUE OF POLICY PREMIUMS REQUIRED AND BENEFITS

\*\* WHEN YOU REQUEST THE LETTER FROM THE LIFE INSURANCE COMPANY, YOU SHOULD TAKE THE OPPORTUNITY AT THAT TIME TO REQUEST “**CHANGE OF OWNERSHIP/ABSOLUTE ASSIGNMENT**,” “**CHANGE OF BENEFICIARY**” AND “**POLICY SURRENDER**” FORMS FOR EACH COMPANY. THESE FORMS MAY BE LOCATED ON THE COMPANY’S WEB SITE FOR DOWNLOAD.

**ASSETS:**

- \_\_\_\_\_ **BANK ACCOUNT STATEMENTS SINCE NOVEMBER 2009**  
PLEASE ADVISE WHETHER YOU HAVE "ONLINE ACCESS" TO YOUR ACCOUNTS AS MORE AND MORE FINANCIAL INSTITUTIONS ARE MAKING DOCUMENTS INCLUDING COPIES OF CHECKS AVAILABLE ON THE WEB.
- \_\_\_\_\_ **PROOF OF ALL BANK ACCOUNTS CLOSED SINCE NOVEMBER 2009**  
DO NOT CLOSE ANY ACCOUNTS UNLESS SPECIFICALLY DIRECTED BY YOUR ATTORNEY SOMETIMES YOU WILL LOSE YOUR ABILITY TO DOWNLOAD STATEMENTS AND CHECKS IF YOU CLOSE YOUR ACCOUNTS.
- \_\_\_\_\_ **COPIES OF ALL SERIES E OR EE BONDS.**
- \_\_\_\_\_ **BROKERAGE ACCOUNT STATEMENTS SINCE NOVEMBER 2009**
- \_\_\_\_\_ **ANNUITIES - STATEMENTS SINCE NOVEMBER 2009**
- \_\_\_\_\_ **IRA - STATEMENTS SINCE NOVEMBER 2009**
- \_\_\_\_\_ **RETIREMENT ACCOUNT (NON-IRA) STATEMENTS SINCE NOVEMBER 2009**
- \_\_\_\_\_ **ANNUITY CONTRACTS**
- \_\_\_\_\_ **COPIES OF ANY NOTES OR MORTGAGES RECEIVABLE BY YOU.**
- \_\_\_\_\_ **LISTING OF ALL CONTENTS OF SAFE DEPOSIT BOX;**
- \_\_\_\_\_ **STATEMENT FROM BANK REGARDING VALUE OF ALL CERTIFICATES OF DEPOSIT**  
ASK THE BANK TO PROVIDE YOU WITH PENALTIES FOR CLOSING YOUR CERTIFICATES PRIOR TO THEIR MATURITY AND INQUIRE WHETHER THEY WILL WAIVE THESE FEES FOR HARDSHIPS. ASK THEM IF THEIR POLICY IS IN WRITING. IF IT IS, PLEASE PROVIDE US WITH THIS POLICY.

**NOTE: FOR MARRIED COUPLES, WE WILL REQUIRE BANK STATEMENTS FOR THE DATE OF ADMISSION AND THE DATE OF ELIGIBILITY.**

**ESTATE PLANNING:**

- \_\_\_\_\_ **COPIES OF ALL POWERS OF ATTORNEY, WILLS, LIVING WILLS AND TRUSTS, INCLUDING TRUSTS WHERE APPLICANT IS A BENEFICIARY.**  
PLEASE LET ATTORNEY KNOW WHERE ORIGINALS ARE LOCATED
- \_\_\_\_\_ **STATEMENT REGARDING THE POSSIBILITY OF FUTURE INHERITANCE**
- \_\_\_\_\_ **STATEMENT REGARDING FUTURE LUMP SUM RECEIPT**  
SUCH AS SALE OF JOINT PROPERTY OR PAYMENT EXPECTED ON THIRD PARTY LOAN.

**NURSING HOME:**

- \_\_\_\_\_ **STATEMENT FROM NURSING HOME VERIFYING AMOUNT OF MONEY PRIVATELY PAID**
- \_\_\_\_\_ **STATEMENT FROM NURSING HOME VERIFYING PERSONAL NEEDS ACCOUNT BALANCE**

## **TRANSFERS OR CLOSED ACCOUNTS SINCE NOVEMBER 2009**

IF YOU CLOSED ANY BANK ACCOUNTS SINCE **NOVEMBER 2009** PLEASE PROVIDE COPIES OF THE LAST BANK STATEMENT FOR EACH ACCOUNT OR A LETTER FROM THE BANK INDICATING THAT THE ACCOUNT WAS CLOSED.

IF YOU TRANSFERRED MONEY OR OTHER PROPERTY TO ANYONE TOTALING \$500 OR MORE IN ANY CALENDAR MONTH, PLEASE LIST THE DATES AND THE AMOUNT ON A SCHEDULE ATTACHED TO THIS QUESTIONNAIRE.

**CAVEAT:** THE PROPER DOCUMENTATION IS ESSENTIAL TO THE PLANNING AND APPLICATION PROCESS. MOST APPLICATIONS ARE DELAYED BY REASON OF MISSING DOCUMENTATION. IT IS IMPORTANT THAT THE REPRESENTATIVE LOCATE ALL RELEVANT DOCUMENTS AS EARLY AS POSSIBLE IN THE PLANNING PROCESS.

RETURN ALL DOCUMENTS TO.

SHOBER & ROCK, P.C.  
308 N. MAIN STREET  
SUITE B400  
CHALFONT, PA 18914-2733  
(215) 345-4301  
(215) 997-3998  
[MAIL@SHOBER-ROCK.COM](mailto:MAIL@SHOBER-ROCK.COM)

SINCE WE SCAN ALL DOCUMENTS, YOU MAY PROVIDE US WITH ORIGINALS WHICH WILL BE RETURNED TO YOU AFTER COPYING.

WE ARE HAPPY TO ACCEPT PDF DOCUMENTS AS THEY SAVE TIME AND PRINTING COSTS. PLEASE WHEN DELIVERING SCANNED DOCUMENTS - MAKE SURE TO **COMBINE** THESE DOCUMENTS ON AN ORDERLY FASHION RATHER THAN SENDING INDIVIDUAL PAGES. IF YOU DO NOT HAVE THE ABILITY TO COMBINE DOCUMENTS INTO AT LEAST MONTHLY STATEMENTS THEN DO NOT SCAN INDIVIDUAL PAGES AND SEND BY EMAIL. IF YOU HAVE ONLINE ACCESS, YOU CAN DOWNLOAD STATEMENTS AND FORWARD DIRECTLY TO OUR OFFICES BUT MAKE SURE YOU PROVIDE DESCRIPTIVE NAMES - I.E. "SMITH, JOHN WACHOVIA CHECKING ENDING 0001, STATEMENT FOR JULY 2009" THIS WILL ASSIST US IN CATALOGING THESE FOR LATER REFERENCE

## NOTICE REGARDING FLAT FEE BILLING

Please note that we prefer flat fee billing. If you have been quoted a flat fee it is with the assumption that you obtain and copy all documents needed to file a medicaid application. *All* documents means that when bank statements are requested, we need every page for every year during the lookback period. We request that when preparing the statements, you keep them in chronological order with the oldest statement at the bottom of the pile. Please be sure that NO pages are missing. Please be sure that you obtain copies of ALL checks in excess of \$500. Please be sure that if cash was paid to a contractor or repairman, that an Invoice is obtained showing that this was actually paid in cash. If accounts are closed, we still need statements for ALL periods going back through the lookback. When we request statements, we mean statements for ALL accounts, including brokerage and IRA accounts and CLOSED accounts.

It is much easier for us if you gather everything together first and then copy yourself and clearly separate and label each pile. If there are life insurance policies, we need a statement of value from the insurance company. If there is a pension, we need a letter from the administrator saying how much the pension is and whether there are any deductions. Please review the document checklist to make sure you have everything. **DO NOT OMIT ANY PAGES FROM ANY TAX RETURN, STATEMENTS, OR LETTER.**

If you are unable to obtain documents yourself and we are required to follow up with banks and brokerage houses and insurance companies etc., we will bill hourly for our time. If we have to make copies of originals, we will bill for those copies. If you simply want to drop off boxes of papers that we must go through, we will bill hourly for this time. It just takes too much time to gather this information. We try to bill you for our legal expertise and not for clerical time. If you wish us to perform this clerical work, we will do so but will bill at our normal hourly rates. To the extent that more than two (2) meetings are necessary to obtain documents, we will bill for those extra meetings as well on a case by case basis.