

Clayton County Department of Family and Children Services

**MEDICAID VERIFICATION CHECKLIST**

(770) 473-2300 Fax # (770) 473-2375

\_\_\_\_\_  
Date

You have applied for Medicaid and the items listed below must be verified by \_\_\_\_\_ (Due Date). Please write your name, date of birth, and social security # at the bottom of this form and attach this form to the verification that you submit so that your verification can be identified. If you can not get the requested information and/or need more time, contact our office by phone or mail by \_\_\_\_\_ (Due Date). If you do not provide the verification listed below, by the due date listed above, then we will be unable to determine eligibility for Medicaid and your case will be denied. If you have been given an appointment for any other program that you have applied for you must keep this appointment in order to begin the determination process.

**You must provide Proof of Citizenship/Alienage for each person that you want to receive Medicaid.** All documents verifying citizenship must be either originals or copies certified by the issuing agency. Copies or notarized copies cannot be accepted.

**Primary Citizenship Verification** - Current or expired U.S. Passport (not limited), Certification of Naturalization (N-550 or N-570), Certificate of Citizenship (N-560 or N-561)

**Other Citizenship Verification:** You must also provide proof of identity, see list of ID Verification on the back of this sheet: U.S. Public Birth Record, U.S. Birth Certificate, Certificate of Report of Birth (DS-1350), Certification of Birth Abroad (FS-545), Consular Report of Birth Abroad (FS-240), U.S. Citizen ID Card (I-197 or I-179), American Indian Card (I-872), Northern Mariana ID Card (I-873), Final Adoption Decree, Official Military Record, Medical/Hospital/Life/Health/Insurance Record (showing place of birth) > 5 yrs old (unless newborn), Census Record, Vital Records Notification of Birth, Evidence of Civil Service Employment by U.S. Government, Written Affidavits

**IF YOU ARE WORKING YOU MUST PROVIDE:**

If you are paid weekly	→	the last 4 consecutive weeks of pay stubs
If you are paid bi-weekly	→	the last 4 consecutive weeks of pay stubs
If you are paid semi-monthly	→	the last 4 consecutive weeks of pay stubs
If you are paid monthly	→	the last 2 consecutive pay stubs
If you are paid in cash	→	the Verification of Earned Income form must be obtained from our office and completed by your employer verifying the last 4 consecutive weeks

**IF YOU RECEIVE ANY OF THE FOLLOWING UNEARNED INCOME:**

SSI or SSA	→	provide award letter
Unemployment check	→	the last 4 consecutive weeks of pay stubs
Workmen Compensation	→	provide letter with contact number
Contributions (anyone giving you money)	→	provide letter with contact number
Child Support (paid directly to you)	→	provide written statement with monthly amount
Child Support (paid through court)	→	provide verification of amount
Any other unearned income	→	provide verification of amount

**IF YOU ARE APPLYING FOR LOW INCOME MEDICAID (LIM) YOU MUST VERIFY YOUR RESOURCES.** Examples of resources are: checking and savings accounts, vehicles, stocks, bonds, insurance policies, vacation homes etc. Examples of the current verification needed are: bank records, tag receipts, appraisals, deeds, tax records, stock quotes, insurance policies, and property records.

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

CL#

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Evidence of identity:

- A current state driver's license or state identity document bearing the individual's picture
- Certificate of Indian blood or other U.S. American Indian/Alaska Native tribal document
- U.S. military card or draft record
- Identification card issued by federal, state, or local government agencies, or entities either containing a picture or identifying information such as name, date of birth, sex, height, color of eyes, and address
- Military dependent's identification card, if it contains a photograph
- U.S. coast guard merchant mariner card
- School identification card with a photograph
- Limited U.S. passport

For individuals under age 16 who are unable to produce a document listed above, the following documents are acceptable to establish identity:

- School record that shows date and place of birth and parent's name
- Clinic, doctor or hospital record showing date of birth
- Daycare or nursery school record showing date and place of birth
- Notarized affidavit signed under penalty of perjury by a parent or guardian attesting to their child's identity