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NEW HARTFORD | CLINTON | UTICA | NYC



The documentation requested below is required in accordance with New York State Social Services Law. The failure to provide any of the supporting documentation will lead to a Medicaid denial.

A. Proof of identity and family relationships (If spouse is living, documents are needed for both spouses)

- Social Security Card
- Medicare card
- Health insurance and prescription coverage cards
- Birth or Baptismal Certificates
- Marriage Certificate (Only if spouse is alive)
- Death Certificate of Spouse

B. Residency and Living arrangement

- Real Estate information if residence is owned (deed and tax bill)
- Closing papers on property sale (Evidence of listing price, HUD or closing statement copy of sale proceeds check)
- Existing nursing home contract, if any
- Current nursing home invoice

C. Income (Please indicate when monthly income is received. Please be informed, 1099's will not be accepted, by Medicaid, as proof of income.)

- Pay Stubs for previous eight (8) weeks
- Current year award letter or monthly statement for the following benefits:
- Social Security (Multi-fold notice from SSA establishing benefits for current year)
 - Veterans
 - Pensions
 - N.Y.S. Disability
 - Worker's Compensation
 - Current year evidence of income (RMD) from IRA or other retirement account

D. Tax Information – 3 years

_____ Form 1040 Income tax returns

_____ Form 1099 for any interest, dividends, or other income

E. Resources - All bank statements for the past 60 months including *closed accounts*.

Please be informed, in the event that there are any transaction (checks written, withdrawals or deposits), which exceed \$999.00, an explanation must be provided. Specifically, we will require check images, invoices or bills associated with any expense in excess of \$999.00, documented explanation of cash withdrawals and the source of all deposits. In the event there are cash withdrawals, or checks payable to cash, the likelihood exists that the County will treat them as prohibited transfers (penalties). Please note, the County is NOT limited to scrutinizing transactions above \$999.00. They have the right to scrutinize any transaction they wish.

***IMPORTANT* THE DATE SET FORTH BELOW IS A HARD DEADLINE. IF WE DO NOT RECEIVE ALL INFORMATION (statements for all financial accounts, open or closed, life insurance policies, real property values or any other account listed under section “E” and explanations of financial transactions) BY THIS DATE, THE APPLICATION WILL BE SUBMITTED ONE MONTH LATER.**

***All financial institution statements (ALL PAGES OF STATEMENTS ARE REQUIRED), along with all transaction explanations, must be provided by _____ in order to submit the Medicaid application by _____.**

_____ Personal needs account at nursing home

_____ Checking and savings account statements for the past 60 months

_____ Statements from accounts managed by financial planner for the past 60 months

_____ Statements for IRA accounts for the past 60 months

_____ Statements of Qualified Retirement Accounts (Non-IRA) for the past 60 months

_____ Statements of annuities for the past 60 months

_____ A letter from each life insurance company indicating the following information with respect to the policy: face value, death benefit, cash value

_____ Long-term care insurance policies

_____ Bonds

F. Other

_____ Any notes or mortgages receivable by you with amortization schedule

_____ Proof of health insurance premiums

_____ Proof of irrevocable pre-paid funeral account

_____ Power of Attorney

_____ Title to automobiles

_____ Trust documents

IMPORTANT

Please be advised, in the event that it is necessary to liquidate assets, the Ward Arcuri Law Firm assumes no responsibility with regard to potential tax liability associated with the same. It will be your responsibility to ascertain the tax implications associated with the liquidation of assets.

In the event that you have agreed to utilize the “disabled child exemption”, it will be your responsibility to ascertain any affect this Social Services Law exemption may have on the disabled child’s ongoing disability benefits. The Ward Arcuri law firm does not practice Social Security Law and, therefore, cannot offer any advice in this regard. We are only able to speak to the impact of the exemption as it relates to the Medicaid application and the applicants eligibility for Medicaid.

Lastly, I understand that it is my duty to inform the Ward Arcuri Law Firm of any change regarding the applicant’s stay/placement in the nursing home. Specifically, in the event that the applicant leaves the nursing home facility, due to a hospital stay, which leads to another entity paying for the applicant’s cost of care (Medicare paying for rehabilitation), I will immediately inform the Ward Arcuri Law Firm of such, as any decrease in the cost of care will directly affect the month in which a Medicaid application may be submitted.

After you have retained our firm, please do not pay the nursing home without discussing the same with Robert J. Malpezzi.

It is our intent to provide you with the most attentive service possible, therefore, please call to schedule an appointment if you have documentation to drop off. Often times, we need to review said documentation, with you, and cannot do so if you stop by unannounced.*