

Long Term Planning Checklist

These Medicaid-required documents will help determine eligibility by verifying the income and assets of the applicant. Utah Senior Planning advisors need to analyze all applicable checklist items before casework can begin. Please provide as many and the most current statements available for all documents.



Phone: 801-546-9556 Fax: 866-478-2710

Proof of Gross Monthly Income for Applicant & Spouse

**Must show proof of any withholdings*

- Social security benefit statement
- Pension / Retirement (OPM, URS, etc)
- V.A. benefit (including breakdown of V.A. benefit)
- Disability (including Disability Award Letter)
- Mineral / Oil right royalties
- Any other source of income

1099, W-2 and other tax documents do not meet Medicaid requirements as they are proof of income from the previous year.

Even if the income didn't change from the previous year, a gross income statement is required for the current year.

Financial Statements

**Please provide official statements, not activity summaries*

- 6 months of bank statements
 - Checking, Savings, CDs, Money Market, et
 - Copies of Checks over \$500
- IRA
- 401K
- Annuity
- Stock
- Bond

Life Insurance Policies

- Policy statement with current cash/surrender value
- Policy number(s)
- Face Value

Primary Residence

- Current property tax notice
- Reverse mortgage documents
- Current mortgage / home equity statement

Health Insurance

- Medicare card(s)
- Health insurance card(s) (please provide copies of both front and back)
- Verification of Health Insurance premium

Identification for Applicant and Spouse

- Birth certificate **or** drivers license (only applies if applicant was not born in Utah)
- V.A. ID card
- Social security card (only needed if Medicare number does not end in "A" **or** if applicant is under 65)

For Married Applicants

- Homeowners insurance bill with proof of payment
- Paid utility bills like gas, water, electric (not needed if bills are paid automatically from a bank account)

Proof of Vehicle Value(s)

- Registration **or** license plate number
- Current loan statement (on any titled property)

Funeral Plans

- Pre-need funeral plan documents
- Funeral cost estimate sheet
- Letter of irrevocable assignment of funeral plans
- Cemetery deed for burial plots (provide a written designation of plots if more than one is owned.)

Veterans

- DD214 discharge document (original or certified copy)
- Veteran death certificate (if applicable)
- Marriage certificate (if spouse of veteran is claiming benefits)

Legal Documents

- Power of attorney for applicant and/or spouse
- Complete trust documents
- Trust schedule of assets (schedule A)