



Please complete every page and do not leave an item blank.

Medicaid / VA Planning Documentation Required:

Written documentation is required when applying for public benefits such as Medicaid or VA benefits. It is the client's responsibility to provide the required documentation. Failure to provide the necessary documentation will jeopardize eligibility determination and can result in unnecessary delays or denials.

Please thoroughly review all of the information in the following pages. If you do not understand any of our requests or descriptions, please contact us for clarification.

When supplying copies of documents, please note the following:

- Avoid giving us legal-sized copies
- Avoid giving us double-sided copies
- Give us the best quality copies possible
- Do not use colored highlighters on documents
- Avoid writing excessive notes on documents
- Never black out or cover asset or income information
- Describe all transactions over \$1,000 that appear on statements
- Documentation of closed accounts and where the closed account balances were deposited are required.
- Send all numbered pages of every statement, even if a numbered page does not contain any account information
- Please avoid giving us internet statements, unless requested
- Do not send photographs of documents. Scans or photocopies only, please.

Please note that current year statements of asset value & current income are required to verify asset and income eligibility. If you do not have such documents, you must contact the financial institution, bank, insurance company, etc and request current year statements of value.

If applicant's name or spouses name appear anywhere on the titling or ownership documentation of any asset, bring those documents to our office for review by your attorney.

If any additional or previously unknown assets, income or financial transactions are discovered during benefits planning or application, you must immediately notify us.

All of the following documents are required for Theus Law Offices to begin the benefits planning analysis of asset and income information regarding the applicant and/or their spouse:

1. Copies of statements for every financial account, i.e. checking, savings, money markets, IRAs, CDs, annuities, corporate bonds, municipal bonds, U.S. savings Bonds/T-Bills, limited partnerships, stocks, GNMA's:
 1. For all **OPEN** accounts from the last twelve (12) months. Note that we may need additional statements going father back in time.
 2. For all **CLOSED** accounts that were closed within the last five years. Note that we will also need statements from the account(s) where the closed account(s) balances were deposited.

NOTE: Always provide every numbered page for any statement.

2. Annuity statements for applicant and spouse and statement showing the current value at the present time, the year-end statement from the previous year and a complete copy of the original annuity document.
3. IRA statement from December 31st of the previous year showing the end of year value, plus all subsequent statements issued to the present. Please inform us if any RMDs (required minimum distributions) have been or are being taken for the current year. Also, provide us with a complete copy of the original IRA document.
4. Last twelve months of stockbroker or investment account statements for all open accounts, including a statement of current ownership and value(s).
5. Current year documentation on all life insurance policies for Applicant and Spouse that shows the:
 - Name of owner and insured
 - Beneficiary Name
 - Face value, cash value and death benefit.

6. Statements showing proof of current year **gross** monthly income for Applicant and Spouse from every income source. Per DCF standards, bank statements and IRS forms are not sufficient documentation. Income documentation must come from the source.
 - Social Security
 - Veterans Administration
 - Civil Service Pension
 - Private Company Pension Statement
 - Rental Income
 - Current Employment
7. Complete copies of any long-term care policies for applicant and spouse and **current year** payment statements.
8. Medicare supplemental health insurance policy premium statements from the current year for both applicant and spouse. Statement must be direct from the provider(s).
9. Complete copies of all prepaid burial/funeral/cremation contracts for applicant and spouse.
10. Copy of cemetery plot deeds for applicant or spouse.
11. For homestead:
 - Copy of deed/title to homestead/residence
 - Most recent property tax bill
 - Current homeowner's insurance policy premium declaration page
 - Current statement of homeowners' or condo association fees
 - Mortgage statement showing monthly payment for homestead.
12. Copy of deed to any other real property in applicant's name, in spouse's name, or jointly held in the names of applicant or spouse with any other person.
13. Documentation of any mortgage and/or promissory Note owed to applicant or spouse.
14. Information about any rental property or additional real property owned by applicant or spouse, including deeds, leases, tax statements, insurance premium statements, etc.
15. Most recent receipt / invoice of payments to caregivers (if applicable).

16. For applicant and spouse, the following copies are required by DCF:
 - Social Security Card
 - Medicare Card
 - Medicaid Card
 - Health Insurance Card
 - Drivers License or Photo I.D.
 - Alien Registration Card/Naturalization Paper
 - Birth Certificate or Passport
 - Marriage License (if available).
17. Copy of any registrations or title(s) issued by for cars, mobile homes, boats, trailers, trucks, vans, recreational vehicles, or other vehicles registered to Applicant/Spouse.
18. Copy of military discharge papers or DD214 for Applicant and/or Spouse.
19. Current Will, Trust, Power of Attorney, and other Estate Planning Documents for applicant and spouse.
20. Documentation on any loans, gifts or transfers of assets the applicant or spouse have made to anyone in the last five years.

TRANSFERS or GIFTS

If any assets have been transferred or gifted in the last five years, it is critical that you bring detailed information about all such transfers or gifts.

If any bank or financial institution has changed named since November 1, 2007, it is critical that you bring detailed information about any old or previous account numbers that relate to current accounts.

You must disclose any assets, accounts or property jointly owned or jointly titled by the applicant with anyone else.

Please sign below and return the complete form to our office with as much documentation as you have.

I understand that it is my responsibility to disclose correct and complete information about all of the applicant's circumstances that relate to eligibility for Medicaid or VA benefits. I hereby attest that the information I have supplied is complete and accurate to the best of my knowledge. I realize that any changes in the applicant's circumstances that might affect Medicaid or VA benefit eligibility must be reported as soon as possible.

SIGN: _____ DATE: _____

Please ensure that you have not left any questions blank.

**Return the completed questionnaire to
Theus Law Offices for our review.**

Thank you.