

## Forms of Verification, Cont

**20. Identity (Not for Medicaid or HUSKY)** - photo I.D., driver's license

Identity for Medicaid or HUSKY - current or expired U.S. passport with no stated limitations; Certificate of Naturalization (N-550 or N-570); Certificate of U.S. Citizenship (N-560 or N-561); state driver's license.

Identity for Medicaid or HUSKY for children under 16 - school record or report card; clinic, doctor or hospital record; day care or nursery school record

Note: If you do not have the identification above, talk to your worker about other forms of acceptable verification, and see publication #06-06 Medicaid/HUSKY and Citizenship - What You Need to Know For Your Benefit .

**21. School Attendance** - school letter, school records, statement from school, the department's verification form (W-1446), financial aid statement

**22. Shelter Expense/Utility Cost** - landlord verification letter (W-1408), rent receipt, current lease, mortgage records, utility bills for heating and cooling, insurance records, condo fees/bills, Section 8 contract. If shared arrangement: letter from other party indicating payment arrangement

**23. Residence** - current rent receipt, mortgage bills, statement from non-relative landlord, statement from disinterested third parties, notices of awards from other program/benefits, recent examples of mail sent to an address, Post Office records

**24. Disability/Incapacity/Pregnancy** - proof of SSA/SSI award, documentation from a medical

provider affirming pregnancy and delivery date

**25. Dependent Care Costs** - statement from day care provider, cancelled checks

**26. Medical Insurance** - insurance policy, insurance I.D. card, statement from insurance company, insurance bill

**27. Past medical bills** - copies of bills, statement from service provider

We can usually verify these sources of income through computer interfaces with the State Department of Labor, Social Security Administration, and our own child support records. If we can't, we will ask you to submit one of the items listed below.

**28. Unemployment Benefits** - current award notice, copy of current check, statement from Department of Labor.

**29. Social Security or Supplemental Security Income Benefits** - current award notice, copy of current check, statement from the Social Security Administration

**30. Child Support** - copy of current check, court order, divorce decree, statement from family court, statement from relative who is paying support

This information is available in alternate formats.  
Phone (800) 842-1508 or TDD/TTY (800) 842-4524  
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# Guide to Verification of Information for DSS Programs



## About Verification

The Department of Social Services provides a broad range of services to the elderly, disabled, families, and individuals who need assistance in maintaining or achieving their full potential for self-direction, self-reliance and independent living.

We may ask you to give us proof of some of the information that you tell us. This list gives you examples of some of the types of proof that you can use. It is a list of the documents that are usually easy to get. If we ask you for proof and you do not have one of the items in this list, talk to your worker. Your worker will be able to tell you about other types of proof that we can use.

## Forms of Verification

1. **Income from Employment** - pay stubs or an employer statement documenting your last four (4) weeks of pay, the department's verification form (W-35). **For Self-Employment:** statement of projected earnings, business records, tax records, last tax return, receipts of business income and expenditures
2. **Alimony** - copy of current check, divorce decree, statement from the divorced spouse
3. **Veteran's Benefits** - current award letter, copy of current check, statement from the Veteran's Administration
4. **Pension or Other Benefits** - current award letter, copy of current check, statement from the source of income
5. **Income from Rental Property** - business records, copies of leases, income tax records

6. **Scholarship/Grant** - statement from school or bank, financial aid award letter, the department's verification form (W-1471)
7. **Bank Accounts** - current bank or credit union statement, the department's verification form (W-36), bankbooks/passbooks updated by the bank, statement from bank official, trust document
8. **Stocks/Bonds** - brokerage statement, copy of stock/bond certificate, statements from company issuing stocks/bonds
9. **Motor Vehicles** - registration, title, financing data
10. **IRS Refunds** - copy of check, statement from tax office
11. **Inheritance/Lawsuit** - statement from court, statement from lawyer
12. **Real Estate** - tax records, town land records, insurance records, deed, statement from real estate broker, appraisal/estimate of current value by broker, mortgage note, installment contract, verification of income from non-home owned property, court records
13. **Life Insurance** - insurance policy, statement from insurance company, lodges or fraternal organizations, statements from unions, VA and employers, completed department form W-279
14. **Prepaid Funeral Contract** - copy of contract with a licensed funeral director, burial agreement
15. **Age** - birth certificate, baptismal certificate, immigration papers, passport, voter registration card, driver's license, hospital records, adoption papers, naturalization certificate, census records, school records, insurance company records, Social Security records, physician's

statement, statements from disinterested third parties

16. **Social Security Number** - Social Security card, other documents from Social Security Administration, proof of application for a Social Security number (department form W-158 or receipt from Social Security Office)

For Absent Parents: payroll stubs, tax forms, unemployment or worker's compensation forms, military records, insurance policies, bankbooks, Social Security records, school records, medical records

17. **Blood Relationship** - birth certificate, adoption papers, marriage certificate, court records, baptismal records, school records, family bible, medical records, Acknowledgement of Paternity, statements from disinterested third parties

18. **Marital Status** - marriage certificate, divorce papers

19. **Citizenship (Not for Medicaid or HUSKY)/Immigration Status/Alienage** - naturalization papers, birth certificate, baptismal certificate, hospital records, passport, INS documents, voter registration record

Citizenship for Medicaid or HUSKY - current or expired U.S. passport with no stated limitations, Certificate of Naturalization (N-550 or N-570), Certificate of U.S. Citizenship (N-560 or N-561), birth certificate

Note: If you do not have the identification above, talk to your worker about other forms of acceptable verification, and see publication #06-06 Medicaid/HUSKY and Citizenship - What You Need to Know For Your Benefit